Understandable Accessibility Checklist

Readability

- ☐ **Language Defined:** Is the primary language of the site set in the HTML code (e.g., `<html lang="en">`)?
- ☐ **Programmatic Language Changes:** If a paragraph is in a different language (e.g., a Spanish quote), is it tagged specifically with its own `lang` attribute?
- ☐ **Typography:** Is the text large enough (16px+) with a line height of at least 1.5 for easy tracking?
- ☐ **No All-Caps:** Are long sentences or labels written in sentence case rather than ALL CAPS to avoid screen reader errors and readability issues?

Reducing Cognitive Load

- ☐ **Scannable Content:** Are long blocks of text broken up with descriptive subheadings and bullet points?
- ☐ **White Space:** Is there enough "breathing room" between sections so the user doesn't feel overwhelmed?
- ☐ **Plain Language:** Have you avoided unnecessary technical jargon or provided clear definitions for ITEC-specific terms?

Consistent Navigation & Layout

- ☐ **Predictable Placement:** Do the logo, main menu, and search bar stay in the exact same spot on every page?
- ☐ **Uniform Iconography:** Does every icon (like a "Save" disk or "Search" magnifying glass) mean the same thing throughout the site?
- ☐ **Orientation Cues:** Are breadcrumbs or "Active" menu states used to show the user exactly where they are in the site's structure?

Giving Clear Instructions

- ☐ **Persistent Form Labels:** Does every input field have a visible, permanent label (not just disappearing placeholder text)?
- ☐ **Up-Front Requirements:** Are requirements (like "Student ID needed") stated *before* the user starts the form?
- ☐ **Formatting Hints:** Are specific formats (like `MM/DD/YYYY`) provided as text instructions next to the field?

- ☐ **Required Fields:** Are required fields identified with text (the word "Required") rather than just color or a symbol?

Input Assistance (Error Handling)

- ☐ **Text-Based Errors:** Are errors identified with text descriptions rather than just a color change (like turning the box red)?
- ☐ **Specific Suggestions:** Do error messages explain exactly *how* to fix the mistake (e.g., "The password must be 8 characters")?
- ☐ **Data Preservation:** If a form has an error, is the correctly entered data saved so the user doesn't have to re-type everything?
- ☐ **Reversible Actions:** For high-stakes actions (like submitting an application), is there a "Review" or "Confirm" step?