DAC Accreditation Requirements

Contents

Summary

The Accreditation requirements section listed in this document are for our 'Accessible' standard. All 'Recommendations' must be adhered to if aiming to achieve the DAC 'Gold Accreditation' standard.

3.0 Images

3.1 Provide appropriate text alternatives for images.

Accreditation requirements:
- All images must have a valid alt attribute
- Spacer and decorative images must have a null alt attribute <alt="">.
- Link images describe the destination page.
- Button images have an alt attribute that describes the function of the button.
- Captcha (If used) should be made accessible for different types of sensory perception.

Recommendations:
- Avoid duplicating nearby text with image text. Use a null alt attribute where possible.

Non-HTML content:
- Image content should have a text equivalent that can be rendered by assistive technologies.

WCAG 2.0 reference:
1.1 Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language

3.2 Avoid flickering, blinking and moving images or text

Accreditation requirements:
- Images do not flicker at a rate that may trigger seizures in susceptible individuals.
- Movement on the page is limited to 5 seconds.
- Use a control on the page that stops moving, blinking or auto updating content.
- Provide a link button or other mechanisms that reloads the page without any blinking content.

Recommendations:
- None.

WCAG 2.0 references:
2.3 Do not design content in a way that is known to cause seizures
2.2.2 Pause, Stop and hide

4.0 Video and Audio

4.1 Ensure that video and sound files have a text alternative.

Accreditation Requirements:
- Video and audio has a text alternative.
- Video and audio embedded in web pages (including audio that is part of a video or multimedia file) must play for no more than 3 seconds before pausing or plays only when the user chooses.
- Disabled users have access to clearly labelled play/pause controls for the audio player.

Recommendations:
- Provide a skip link to video/audio controls if the content plays automatically.

WCAG 2.0 references:
1.1 Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language
1.2 Provide synchronized alternatives for synchronized time-based media
1.4 Make it easier for users to see and hear content including separating foreground from background
2.1 Make all functionality available from a keyboard
3.2 Make Web pages appear and operate in predictable ways

5.0 Flash Content / Multimedia

5.1 Multimedia objects must be directly accessible.

Accreditation Requirements:

- Make sure multimedia content is directly accessible or an equivalent accessible HTML alternative is offered.

Exceptions: Where the purpose of the multimedia depends on a specific sensory response e.g. a colour recognition game. In such cases the purpose of the multimedia must be explained using a text alternative.

Recommendations:

- None.

WCAG 2.0 references:

1.1 Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language

1.2 Provide synchronized alternatives for synchronized time-based media

1.4 Make it easier for users to see and hear content including separating foreground from background

2.1 Make all functionality available from a keyboard

3.2 Make Web pages appear and operate in predictable ways

6.0 Colour contrast

Accreditation requirements:
- Information conveyed using colour is also conveyed using text.
- For colour contrast, refer to WCAG 2.0 success criterion 1.4.3.
- Colour of link text differs from surrounding link text by 3:1.

Recommendations:
- Refer to WCAG 2.0 success criterion 1.4.6.

WCAG 2.0 reference:
1.4 [Make it easier for users to see and hear content including separating foreground from background](#)

7.0 Mark-up

7.1 Validation

Accreditation requirements:
- No more than 10 errors are found on any one page of the site. Within these errors, no parsing errors exist, and no errors known to create issues with assistive technologies are present.

Recommendations:
- No errors exist on any page.

Note: While there is an "error-allowance" for standard accreditation, no errors can cause issues with assistive technologies. For instance, an un-closed list may not be rendered correctly by screen readers.
'Gold' accredited sites may only contain errors if they are deliberately included for accessibility reasons and do not cause issues for assistive technology users.

WCAG 2.0 reference:
4.1 Maximize compatibility with current and future user agents, including assistive technologies

8.0 Content

8.1 Clear language use

Accreditation requirements:
- Guidance only: Text has a Flesch-Kincaid grade level of no more than 12 (the typical age of a school-leaver in the UK).

We accept that some sites (such as medical or legal sites) may need to use more complex language.

Recommendations:
- None.

WCAG 2.0 reference:
3.1 Make text content readable and understandable

8.2 Supplementary images or sounds

Accreditation requirements:
- Where text conveys information that is difficult to comprehend a supplementary image or sound should be provided.

Recommendations:
- None

WCAG 2.0 reference:
3.1 Make text content readable and understandable

8.3 Dividing information

Accreditation requirements:
- Sections of content are clearly defined.
- Paragraphs are not overly long.
- Long lists (more than 14 items) are divided into groups (excludes navigation lists).

Recommendations:
- Page collections where users navigate through a sequence of pages, the number of each page and its position in the sequence can be identified by assistive technologies e.g. by using "page 4 of 10".

WCAG 2.0 reference:
3.1 Make text content readable and understandable

8.4 Acronyms and Abbreviations

Accreditation requirements:
- Not required for standard accreditation

Recommendations:
- Acronyms and abbreviations are expanded where they first occur on the page.

WCAG 2.0 reference:
3.1 [Make text content readable and understandable](#)

9.0 Layout

Accreditation requirements:
- Page layout is logical and usable.
- The purpose of navigation panels must be obvious to our testing team.

Recommendations:
- None

WCAG 2.0 references:
3.1 Make text content readable and understandable
3.2 Make Web pages appear and operate in predictable ways

10.0 Tables

Accreditation requirements:
- Tables are not used extensively for layout.
- Data tables have appropriate mark-up according to W3C specifications such as headers and summaries.

Recommendations:
- No layout tables are present on the site.
- Abbreviations should be considered for long header labels

WCAG 2.0 references:
1.3 Create content that can be presented in different ways (for example more simple layout) without losing information or structure
4.1 Maximize compatibility with current and future user agents, including assistive technologies

11.0 Frames and scrolling <divs>

Accreditation requirements:
- Scrolling content does not cause keyboard "trapping".
- All scrolling content can be accessed by keyboard alone.
- All frames must be clearly labelled.

Recommendations:
- None.

WCAG 2.0 references:
2.1 Make all functionality available from a keyboard
3.2 Make Web pages appear and operate in predictable ways

12.0 Navigation

12.1 Navigation must be clear and consistently implemented

Accreditation requirements:
- The navigation is clear, consistent and logical.
- All aspects of the navigation can be accessed using keyboard-only control and screen readers.
- Navigation includes two of the following;
  - Site map
  - Table of contents
  - Search facility
  - A-Z
  - Availability of all links from the Homepage (small websites only)

Recommendations:
- A set of access keys conforming to UK Government Guidelines are provided.

Access keys

Access keys can help users with certain disabilities, but they should be used carefully so as to avoid conflict with existing keyboard shortcuts.
To avoid conflict, we advise using the UK government recommended set of access keys:

S - Skip navigation
1 - Home page
2 - What's new
3 - Site map
4 - Search
5 - Frequently Asked Questions (FAQ)
6 - Help
7 - Complaints procedure
8 - Terms and conditions
9 - Feedback form
0 - Access key details

WCAG 2.0 references:

2.1 Make all functionality available from a keyboard

2.4 Provide ways to help users with disabilities navigate, find content and determine where they are

3.2 Make Web pages appear and operate in predictable ways

12.2 Skip to content link

Accreditation requirements:
- All pages have a visible 'skip to content' link that can be used to bypass repetitive navigation.

Recommendations:
- None.

WCAG 2.0 reference:
2.4 [Provide ways to help users with disabilities navigate, find content and determine where they are](#)

12.3 Search Facility

Accreditation requirements:

- Pages have an effective search facility.

Recommendations:

- None.

WCAG 2.0 reference:
2.4 [Provide ways to help users with disabilities navigate, find content and determine where they are](#)

12.4 Tab order

Accreditation requirements:
- All links that can be selected via keyboard tabbing are visible or become visible when they receive focus.
- The tab order of the page is in a logical sequence, allowing a user to reasonably predict the next link receiving focus.

Recommendations:
- Links that receive focus have a highlighting mechanism making the current link highly visible.

WCAG 2.0 reference:
2.1 Make all functionality available from a keyboard

13.0 Links

13.1 General

Accreditation requirements (applies to all link types):
- The purpose of a link can be determined from the link text alone.
- Image links and buttons have an alt text that describes their purpose.
- For long links the purpose of the link can be determined in the first 70 characters.
- Links to non-HTML documents contain document file type and size information.
- All links are visible or become visible when they receive focus.

Recommendations:
- Links that receive focus have a highlighting mechanism that makes the current link highly visible.

WCAG 2.0 references:
1.3 Create content that can be presented in different ways (for example a more simple layout) without losing information or structure
2.4 Provide ways to help users with disabilities navigate, find content and determine where they are

13.2 Links (New window)

Accreditation requirements:
- Links that open in a new window can be identified by screen reader users from within the 'links list' dialogue of the screen reader.

Recommendations:
- None.

WCAG 2.0 reference:
2.4 Provide ways to help users with disabilities navigate, find content and determine where they are

14.0 Scripts and applets

Scripts can be used to enhance user experience as long as they are accessible to assistive technologies.

Accreditation requirements:
- All scripted content can be accessed via assistive technologies or alternative content is offered.

Recommendations:
- None

WCAG 2.0 reference:
4.1 [Maximize compatibility with current and future user agents, including assistive technologies](#)

15.0 Forms

Accreditation requirements:
- All forms are marked up in accordance with W3C specifications:
- All form fields are labelled or, where it is not possible to label a form, a descriptive title attribute is used.
- Each form control is clearly and unambiguously identifiable.
- Where necessary, <fieldset> is used to disambiguate form fields or provide more information for form controls.
- Where errors occur on a form, the user is informed as to which fields need attention and why.

Recommendations:
- Where errors occur on a form, there is a shortcut to the first form field that needs attention.

WCAG 2.0 references:
3.3 Help users avoid and correct mistakes
4.1 Maximize compatibility with current and future user agents, including assistive technologies

16.0 Page refresh

Accreditation requirements:
- The disabled user is not disadvantaged by page time-outs.
- Sessions are long enough for all users to finish reading content or complete forms or;
- The disabled user has a clear option to increase or add time to the session according to his or her needs.

Recommendations:
- None.

WCAG 2.0 reference:
2.2 [Provide users with disabilities enough time to read and use content](#)

16.1 Page auto-redirect

Accreditation requirements:
- Client-side redirection is not used.

Recommendations:
- None.

WCAG 2.0 reference:
3.2 Make Web pages appear and operate in predictable ways

17.0 Structure

17.1 HTML structure (CSS disabled)

Accreditation requirements:

- CSS is not required to view or understand page content or navigation.

Recommendations:

- None.

WCAG 2.0 reference:

1.3 Create content that can be presented in different ways (for example a more simple layout) without losing information or structure

17.2 Page TITLE

Accreditation requirements:
- All pages have a title that introduces the page content or purpose.

Recommendations:
- Page titles present distinguishing information first e.g. "Contact us – Digital Accessibility Centre".

WCAG 2.0 reference:
2.4 [Provide ways to help users with disabilities navigate, find content and determine where they are](#)

17.3 Headings

Accreditation requirements:
- All headings can be identified through heading mark-up.
- Headings are not used for visual formatting.
- No empty headings are present.

Recommendations:
- A logical hierarchy of headings is used that conveys the structure of information on the page.

WCAG 2.0 reference:
2.4 [Provide ways to help users with disabilities navigate, find content and determine where they are](#)

17.4 Lists

Accreditation requirements:
- Lists can be identified by assistive technologies.
- List mark-up is not used for formatting.

Recommendations:
- None.

WCAG 2.0 reference:
2.4 [Provide ways to help users with disabilities navigate, find content and determine where they are](#)

17.5 Languages

Accreditation requirements:

- The primary language of the page is identified using mark-up that can be interpreted by screen readers.
- Changes to the primary language used in the pages text, are also marked up.

Recommendations:

- None.

WCAG 2.0 reference:

3.1 Make text content readable and understandable

17.6 Quotation mark-up

Accreditation requirements:
- Quotations can be identified by assistive technology users. Note that textual mark-up i.e. quotation marks can also be used to identify quotes.

Recommendations:
- All quotations carry quotation mark-up.

WCAG 2.0 reference:
4.1 [Maximize compatibility with current and future user agents, including assistive technologies](#)

17.7 Relative sizing

Accreditation requirements:
- The user can increase the size of text (including image text by 200%) either through using browser controls or bespoke text resize 'widgets'.
- When text is resized using either one of these methods, content is not lost or obscured.

Recommendations:
- When text is resized using either one of the methods listed above horizontal scrolling is not forced when viewed in a resolution of 1024x768

WCAG 2.0 Reference:
1.4 Make it easier for users to see and hear content including separating foreground from background

18.0 PDF and MS Word accessibility (Non-HTML material)

In order to comply with the Disability Discrimination Act (DDA), all services must be accessible to users with disabilities. Disabled users frequently find that they are not able to access non-HTML documents. There are a number of actions that can be performed to reduce the impact of such documents

The Digital Accessibility Centre Web Accreditation Team recognises the practical challenges in creating accessible non-HTML material as well as understanding the requirement for their use. We understand the difficulty and cost overhead to make all PDF material accessible and concede that the exercise of converting all non-HTML documents to an accessible format may be of little real-world value.

Our requirement for accreditation is that due consideration is given to the production of this material. We recommend that a policy identifying acceptable scenarios for PDF and Word document use is produced which includes guidelines and checkpoints to ensure best efforts are made to ensure that future documents when deemed to be necessary are accessible.

Actions:

1. Identify when it is appropriate to produce a non-HTML document.
2. Consider using HTML pages as an alternative.
3. Create a policy to help ensure that non-HTML documents are accessible.
4. On any page where such a document is available, include a link to the appropriate reader plug-in page.

Adobe Acrobat:
http://www.adobe.com/uk/products/acrobat/readstep2.html

MS viewers:
http://office.microsoft.com/en-us/downloads/HA010449811033.aspx

19.0 Accessibility Statement

An accessibility statement of intent will allow disabled users to check if there are any features implemented on the site to enhance a user's experience.

Accreditation requirements:
- Include an accessibility page on the site.

Recommendations:
- Provide an accessibility link positioned at the top of the page which appears within the top navigation.
- Provide a skip link taking a user to the accessibility link if it has been positioned at the bottom of the page.

- End -