

Few Accessibility Tips!

Alt Text

It is important for blind people as it provides a textual alternative to non-text content in web pages. Use meaningful descriptions for images.

Document Structure

A well-structured document helps in accessibility and SEO. Use appropriate headings, paragraphs, and list elements.

File Information for Links

Provide clear and concise information about the file type and size for downloadable links. Example: "Download PDF (2 MB)"

Consistent Navigation

Ensure that navigation is consistent across all pages. This helps users to predict the location of information and features.

Accessible Forms

Forms should be accessible and usable by all users, including those using assistive technologies. Label each form field clearly.

Readable Text

Use high contrast between text and background. Ensure text can be resized up to 200% without loss of content or functionality.

Keyboard Navigation

Ensure all functionality is available via the keyboard. This is essential for users with mobility impairments.

Captions for Multimedia

Provide captions for all multimedia content. This is essential for users who are deaf or hard of hearing.

Point	Government Organisation Action	Developer Action	Evaluator Action
Nomination of Web Information Manager (WIM)	Nominate a responsible officer as the WIM, a senior official not below the rank of a Joint Secretary (JS).	Display complete contact details of the WIM on the website.	Verify the nomination and role assignment. Interview WIM to assess awareness.

Point	Government Organisation Action	Developer Action	Evaluator Action
Prominent display of website URL	Ensure the website URL is prominently displayed in all government communications (stationery, publicity materials, etc.).	Implement the URL display on the website and link with other government/international websites.	Check the visibility of the website URL on various government communications.
Policies and plans approval	Develop and approve relevant policies and plans (e.g., copyright policy, CMAP, CAP, CRP, hyperlinking policy, etc.).	Implement features to adhere to these policies. Publish citizen-facing policies on the website.	Verify the implementation of policies and adherence to approved plans.
Displaying ownership information	Provide complete ownership information for publishing on the website.	Ensure display of ownership information on the homepage and all-important entry pages.	Manually test the website for verifying conformity with this.
Content source citation	Cite the source of any reproduced document (title, owner organisation, year of publication).	Ensure appropriate data input fields in the CMS to input the source information.	Manually test the website for verifying conformity with source citation requirements.
Permissions for copyrighted content	Obtain permission before publishing copyrighted information.	None	Check the implementation of copyright policy in backend audit.
Display of last updated/reviewed date	Publish regular and updated content and review as per the content review policy.	Ensure the homepage displays the date of the last update or review.	Manually test the website for verifying conformity with displaying the last update.
Archival of outdated content	Archive content according to the guidelines once its validity expires.	Provide necessary archival procedures for all documents, schemes, services.	Manually test the website for verifying conformity with archival procedures.
Headings and labels	None	Use HTML heading tags (H1 to H6) with proper hierarchy and provide descriptive labels.	Manually test the website for heading and label conformity.
Status messages	None	Ensure status messages are programmatically determined through role or properties.	Test using accessibility tools to check conformity with this checkpoint.
User interface components	None	Provide role, state, and value information on all user interface components.	Test using accessibility tools to check conformity with this checkpoint.
Reversible submissions and error checking	None	Implement features for reversible submissions and error checking in legal/financial transactions.	Verify implementation through backend audit.