

# Website Audit Checklist

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## Step 1 – Visual check

Use the [Digital Accessibility Checklist for CMS Users](#) to work through the content of the page, noting any issues.

## Step 2 – Keyboard check

Refresh the page and try to navigate through it without using a mouse. You can use the tab key, and keyboard arrows. Note any locations where you get stuck or can't reach. Note any times when you weren't sure where you were – e.g. you couldn't tell what text was selected or what form field you were currently in.

## Step 3 – Screen reader test

Turn on NVDA (ctrl+alt+n) and use it to read the page. The default NVDA button is the Ins button, but you can change this to the caps lock key.

1. **Listen to the whole page:** Make sure you are at the top of the page (ctrl+home) and start reading (NVDA+down). Does it make sense? Has all the page been read out?
2. **Headings:** Return to top of page (ctrl+home), use H to skip through headings. Use 1 to find main heading. Are there more than 1 H1? Does it skip any heading levels?
3. **Links:** Return to top of page (ctrl+home), use K to skip through links. Is it clear where each link is going? Is there repeated link text?
4. **Landmarks:** Return to top of page (ctrl+home), use D to skip through landmarks.

5. **Tables:** Return to top of page (ctrl+home), use T to skip through tables. Use ctrl+alt+keyboard arrows to move around table. Check that you can get into all cells.
6. **Buttons:** Return to top of page (ctrl+home), use B to skip through buttons.
7. **Lists:** Return to top of page (ctrl+home), use L to skip through lists. Use I to skip through items in a list.
8. **Forms:** use NVDA+space to enter forms mode. Tab through the form fields making sure that the label you can see on screen is associated with the box you are currently in. Space selects and deselects checkboxes. Use up and down arrows to move around groups of radio buttons or select boxes.

Note any times when the page didn't make sense, or you didn't understand what the screen reader was telling you. Turn off NVDA (NVDA+Q)

## **Step 4 – Automated tests (e.g. Axe)**

Run Axe and note any issues. Inspect any area of the page and click on 'axe' along the top of the inspect panel. Click the 'Analyse' button. You might want to undock the panel so you can see better. Note issues flagged up by the tool.

## **Step 5 – Resize test**

Increase the size up to 200% and see if the page still makes sense and is usable.

## **Step 6 – Reflow test**

Reduce the size of the screen and check if the page reflows, or does content go off the edge of the screen.

## **Step 7 – Disabled stylesheet test**

Turn of the stylesheet and check if the page still makes sense and is usable.