ACCESSIBLE MULTIMEDIA CHECKLIST
For Pre-recorded Visual and/or Audio Media

UNC GREENSBORO

Captioning Questions (WCAG 2.1 Level A) User needs to read captions due to hearing impairment	Yes	No
Are captions available?		
Do captions appear at the same time as the spoken text?		
Can captions be turned on/off with keyboard?		
Is there enough time to read the text when it appears on the screen?		
Is the color contrast between the background and captioned text sufficient (e.g. dark background/light text)?		
Do captions appear throughout the video?		
Do captions identify who is speaking?		

Transcript Questions (WCAG 2.1 Level A) User needs to read text of auditory content due to hearing impairment, or needs a screen reader to hear visual narration of the content due to a vision impairment	Yes	No
Is a transcript available?		
Does the transcript identify the speaker(s)?		
Does the transcript include all speech content?		
Does the transcript include all relevant non-speech audio (e.g. change in speaker, facial expressions, costumes, scene changes, etc)		
Does the transcript include textual or graphical information shown but not spoken?		
Does the transcript identify when the user reaches the end?		
Does the transcript allow user to return to the video if the transcript displays on a separate page?		
Does the transcript use an accessible format (e.g. txt, Word, Google Docs, etc)?		

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Navigation/Video Player Questions (WCAG 2.1 Level A) User needs to access controls by keyboard instead of mouse due to mobility impairment and/or vision impairment	Yes	No
Can you control the video (pause/rewind, etc) with the keyboard?		
Can you control the video (pause/rewind, etc) with the mouse?		
Can you control the volume with the keyboard?		
Can you control the volume with the mouse?		
Does the video start only at the user's prompt?		
If it starts automatically, is there a way to pause/stop at the start of the video?		
Are you able to exit the video using the keyboard?		
Is the video (or equivalent alternative) available when Flash is disabled?		
If a hyperlink is used to access the video, is it descriptive?		
If the video is embedded or a hyperlink image is used, is it labeled with appropriate alt text?		
Does the video exclude flashing content?		

Audio Description (AD) Questions (WCAG 2.1 Level AA) User needs to hear narration of the visual content due to visual impairment	Yes	No
Is AD available?		
Does the AD adequately describe the visual information that is not verbally described?		
Is the AD language concise without over explaining?		
Is the AD distinguishable from other speech?		

Common Audience Accessibility Needs:

Sign Language Interpreter – needed to understand auditory content

Audio Description – need to hear narration of the visual content

Closed Captioning – need to read captions

Keyboard accessible – need to get to all controls by keyboard instead of by mouse

Transcript – need to read a text version