Accessibility check – 26/8/2022

We’re doing an internal check as we don’t have the resources or expertise to do a detailed check which would place a ‘disproportionate burden’ on us, this is, a burden or cost that is too great for us to reasonably bear. Instead, we are using the [Doing a basic accessibility check if you cannot do a detailed one - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one) website to do our check. To do the check we took a sample of pages from the suggested list:

* our site’s homepage
  + [Home – ESCC Intranet (datatoinsight.org)](https://www.datatoinsight.org/)
* content pages that are mostly text based
  + [Python - How to use Jupyter Notebooks | Data to Insight](https://www.datatoinsight.org/jupyter-notebooks)
  + [Collaboration | Data to Insight](https://www.datatoinsight.org/collaboration)
* images, video and audio content
  + [Python - Learning | Data to Insight](https://www.datatoinsight.org/video-guides) (the linked videos)
* interactive tools and transactions, like forms
  + [Apprenticeships | Data to Insight](https://www.datatoinsight.org/apprenticeships)
* pages including login functionality, if your website has them
  + [Tools | Data to Insight](https://www.datatoinsight.org/tools)
  + [My Account (datatoinsight.org)](https://www.datatoinsight.org/account/my-account)
  + [Settings (datatoinsight.org)](https://www.datatoinsight.org/account/settings)
* PDFs and other document types you have
  + Our tools, Excel and Python
* dynamic content like pop-up windows
  + None
* navigation pages, including your sitemap and pages with search functionality
  + [tools - Data to Insight](https://www.datatoinsight.org/search-results?q=tools) (a common search on the search page)

We do not have dynamic pages like pop-up windows, so that can be excluded. In addition to this sample, we have included our contact page in the sample.

Text Content

* Headings need to be styled as headings using the correct format, not just big text, for Wix, this means headings should come from a headings drag-and-drop, not just be a section of larger text.
  + Headings were checked on all sample pages and all were found to have the <h2> tag, indicating that they can be read by screen readers. To ensure continued compliance, all web development will continue to use Heading styled elements from Wix to make headings, and paragraph styled elements from Wix to make normal text.
* Check pages are usable when stylesheets are disabled.
  + To check the accessibility of our website without stylesheets enabled, we used the WAVE tool ([WAVE Web Accessibility Evaluation Tool (webaim.org)](https://wave.webaim.org/))
  + We evaluated the usability of our sample pages using the ‘no styles’ option on the WAVE tool for each page in our sample. The key tasks than need to be performed on our website are 1) navigating to our Python and Excel tools, 2) navigating to our blogs, and 3) contacting us via email.
    - It is possible to navigate to all the pages necessary for these three tasks with style sheets disabled. It was also possible to access each of the tool’s pages with stylesheets disabled. As some of our tools are stored on GitHub, the accessibility of those tools is dependant on GitHub’s accessibility.
* Check instructions are styled properly
  + Our tools, and guides explaining how to use those tools, have limited accessibility conditional on the accessibility of the tools themselves. Python coding in the Jupyter notebook environment, and other environments in which our tools are provided, and Microsoft Excel where our tools are provided have visual elements which, to explain well, need to be described using visual cues. This means that, in many cases, descriptions of the use of those tools will include descriptions unsuitable for non-sighted users. Notably, there is the assumption that people who have need of our tools, and the guides for our tools, will have the ICT skills and requirements to use the tools and guides, so this problem is diminished. Regardless, in all guides we make an effort to explain everything such that images are not needed to understand the guides, meaning hat the accessibility of the tools is dependent only on the accessibility of the products in which our tools are built.
  + In some guides, red circles are placed on images around important elements relevant to the guide, for instance buttons that need to be clicked and areas where text needs to be entered. Red was chosen as it is the colour that is most distinct from other colours in the images in our guides. There is, of course, the worry that this may not be suitable for people with red-green colour blindness. However, we were able to enlist the help of someone with red-green colour blindness to check the guides and they were able to follow along. In order to aid this, we have also included sufficient in text descriptions that the images are not necessary to following the guide, they are just an aid.
* Check that links make sense.
  + We have checked that all links make sense by ensuring that the URL slug, the part of the URL that comes after datatoinsight.org/ explains what is on the page.
  + We have also ensured that the page title, which shows in search results and when the page is shared, explains what is on each page.
  + This has all been done using the SEO basics settings for each page on Wix.
* Check that all pages have good titles.
  + Titles explain what each page does or contains.
  + Page titles appear in the page tab at the top of the browser.
  + Page titles fit in browser tabs.
  + Titles explain what pages are about. Users navigating to our page will be able to use that information to infer what task the page helps them complete. For instance, the ‘Tools’ page has our tools, and the ‘ChAT Tool’ page is the home for our ChAT tool. Analysts from LAs, the people using our tools and the only people with the data to be able to use our tools, will understand what the pages help them do.
  + None of our page titles are duplicated,

Images, video, and audio content

* Check that non-decorative images have descriptions
  + On most pages, images, even of graphs and other plots, are descriptive as they demonstrate the outputs of our tools. Users who are unable to see these would also not be able to see the outputs of our tools.
  + On some pages, for instance guides for using tools, images are used to help explain with more precision the guidance given. The best effort has been made when writing these guides that they should be able to be followed without the images, the images simply add clarity. As such, the description of the images is in the body of the text.
* Transcriptions and captions.
  + Our videos do not currently have transcriptions or captions other than those automatically generated by Youtube. Properly transcribing these videos is a consideration for the future if it is within our budget, and not deemed a ‘disproportionate burden’.
  + A set of the Youtube videos has been assessed and the automatically generated captions are sufficiently accurate to follow along with he instructions from the video when taken with the content of the video.
* Audio description for video and audio content.
  + We do not currently provide audio descriptions for video and audio content.
  + The video content we provide, Python learning videos, is video content explaining a product that needs vision to use it. Also, the requirements of the role of LA analysts, who are the end users of our tools, will likely include sightedness.
  + Regardless, the audio content of our video productions has been created with the intention of being as descriptive of the visual components as possible. We are also in the process of reviewing and re-making our video content, and this will be a focus of the productions: ensuring that everything is well described.
* Check for images containing text
  + Many of our images contain text, that is decorative images, and images that are found in guides.
  + In instances where images contain text, for instance in guides, these are images not vital to following the guide, and the text is text from screenshots. In cases such as this, the images are described, including the text, in the text content of the guide.

Interactive tools and transactions

* Check form fields are marked up appropriately
  + Fields for forms have placeholder text explaining what goes in each field.
  + In the web creation environment on Wix, the fields are correctly labelled, for instance the email field is labelled as the email field.
  + Forms on the website have been changed to be correctly marked up – clicking on the name for each field moves the cursor to the field, ready to type.
* Check it’s clear what information users need to provide.
  + Form fields have specific titles, for instance, ‘Your name’ is used instead of ‘Name’.
* Check elements are consistent across the website.
  + Elements are consistent across the site, for instance, every submission button is labelled ‘Submit’.
  + Names, email addresses, and LAs are asked for in a consistent manner.
  + Buttons to access tools are consistent across types, for instance Python tools use a black button linking to Github on each tool page, and Excel tools use green buttons on their relevant pages.
* Test whether users are given timeout warnings on the site.
  + No forms on the site time out.
  + The reCAPCHA can time out, but this is not controlled by us, and has an error message explaining that the verification period has timed out.
* Check that error messages are helpful.
  + We have two error pages, a 404 page and a redirect page.
  + Both of these pages have explanations explaining why they have been reached and what happens next.
  + On forms there are error messages for invalid email addresses, but not for incorrect LAs or names. Incorrect names and LAs only affects us, so this is not an issue.
* Check users can review their answers before submitting a form.
  + Currently users cannot check their answers before submitting a form.
  + Users receive a message saying they will be contacted in the future for some forms. This could be improved by showing a copy of the email address to ensure users know they have entered it correctly.
* Check that form elements behave as expected.
  + Form elements do behave as expected and suitable form elements are chosen for all form inputs.

PDFs and other documents

In this section the accessibility criteria for documents will also be used to access tools.

* Check documents have meaningful titles.
  + Forms, documents, and tools have suitable and descriptive titles.
* Check for headings.
  + Documents and PDFs, including some forms have been downloaded and checked. They all had suitable headings explaining what each section explained.
  + Documents we host from external sources do not appear to have a tag tree structure in Adobe Acrobat Reader, however, the built in screen reader reads the documents well.
  + In future we will ensure that documents, particularly internal ones, have correctly formatted headings.
* Check the documents convey instructions in an accessible way.
  + The documents we have relate to products and services which are intended for use by people with ICT skills and requirements for fulfilling analyst roles, with that in mind, all documents are formatted in a way that is suitable for people with those skills and meeting those requirements.
* Check that any link text makes sense.
  + Link text always has some sort of description explaining what it links to, short unclear descriptions like ‘click here’ and ‘more’ are not used.
  + In documents sampled, link text either uses single words or short phrases to explain links. Often the words or phrases are names of the companies or products being linked to. As screen readers do not always have surrounding text for context, some of these may be improved by adding more information in the link text, for instance in brackets, although this may make the wording less easy to understand for those not using screen readers.
  + Guides suggest that one word links should be avoided, so in future we should aim to correct this in publications. [Content design: planning, writing and managing content - Links - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/content-design/links#writing-link-text)
* Check that images, charts and tables have a description.
  + Not all images in documents have a direct description, however, all have some explanation in the text. For instance, with an image of a certificate the accompanying text explained the award the certificate was given for.
  + Some documentation we provide is from outside organisations.
  + Documentation we provide is aimed at people with ICT skills and requirements.
  + In future we should make sure that all images have a sufficient description.

Technology

* Tests using a mobile device or tablet.
  + Test the page orientation.
  + Check you can navigate with just one finger.
  + Check you’re not relying on complex motions.
    - The website can be navigated with one finger, and orientation changes work, but not everything displays properly on mobile. Many images cover text and some background strips finish before their text making it unreadable, this needs to be changed.
* Navigating using a keyboard
  + Checking all sample pages, the website can be navigated using a keyboard, all menu items and links can be accessed using tab, shift+tab, enter, esc., etc.
  + Selected links are clear on the page when navigating using tab.
  + Order of items when tabbing is clear on sample pages, left to right, down the page, and includes as the first item a skip to content button.
  + Tabbing between elements does not cause unexpected behaviour like menus opening or pages opening.
  + Pages do not get stuck when tabbing.
  + Form fields and checkboxes work using keyboard controls.
  + Pages include a skip to main content button that can be tabbed to.
* Check content is usable when zoomed in or magnified.
  + Browser font size settings do not change site font size settings. This may need to be rectified.
  + When zooming in, the pages do not correctly reformat to account for the zoom, meaning that the horizontal scroll must be used. This should be fixed.
* Colour contrast.
  + Sample pages were checked for colour contrast using the WAVE tool.
  + Text colours were changed to meet contrast ratio requirements (4.5:1 for small text, 3:1 for large text).
  + Navigational buttons were checked for contrast ratios and passed on sample pages.
* Pop-ups and interactive or flashing content.
  + There are no popups or interactive content on the site including animated content, content that auto-plays, and maps.
* Search for other forms of navigation.
  + Check there are multiple ways to navigate the website.
    - There is a search bar.
    - There are navigation categories that break up the content by theme, e.g. Python, Tools, and Apprenticeship.
    - We do not offer a site map but the site is small and the above navigational options should be sufficient.
  + Check navigation behaves consistently.
    - Navigation behaves consistently, for instance, search bars are placed consistently and navigation menus do not move.
  + Check links do not trigger on the down-press of a mouse.
    - Checking samples, events only triggered on mouse release.

HTML Checks

* Checking tables and bullet lists are styled properly.
  + No pages have tables or bullet lists.
* Check the language to content is written in.
  + Site language is in English.
* Check any video players are accessible.
  + There are no video players embedded in the site, all videos are hosted and played on Youtube.