Digital accessibility
RAWeb Audit report template

Subject of the audit: <WEBSITE OR MOBILE APPLICATION>>.

Date of audit: <AUDITING DATE> (if applicable)

Audit carried out by: <NAME OF THE ENTITY THAT CARRIED OUT THE AUDIT>.

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## An audit report must enable the person responsible for the internet, intranet or extranet site:

1. to understand the accessibility errors on his/her site;
2. to estimate the feasibility of corrections, their cost and the time required to implement them.

To make it easier to understand a document that can quickly become highly technical, it needs to be structured. It is proposed that the document be divided into 3 parts: an introduction, a section containing explanations for each of the accessibility errors and a conclusion.

The introduction and conclusion should be written in such a way that they can be understood by non-technical people. Detailed explanations of non-conformities can be more technical, so that the site designers and developers can understand where the error lies and make the corrections.

The audit grid contains the detailed results of the audit and should be appended to this report.

## Introduction

### Context

Specify the scope and method of the audit, i.e.:

1. a list of the pages that have been audited, including pages where the site manager considers that making certain content or components accessible would place a disproportionate burden;
2. the version of the web accessibility assessment framework (RAWeb);
3. The technologies used on the site;
4. the tools used to carry out the audit (name and version of the colour contrast verification tool, name and version of the automatic accessibility error detection tool, etc.);
5. the test environment (browser versions, operating systems, and assistive technologies).

The version used for testing is version <1> of the RAWeb.

The following technologies are used on the site:

* HTML5
* CSS
* ...

The following tools were used to check accessibility:

* ...

The rendering of content with assistive technologies was tested in accordance with the test environment described in the RAWeb:

* ...

The audit covered a sample of <NUMBER OF PAGES> pages.

| **N°** | **Page name: url** | **Comments on exemptions, derogations and alternatives** |
| --- | --- | --- |
| **1** |  |  |

An audit grid is appended to this report, containing the results of the inspection of each page in the sample against the applicable RAWeb inspection criteria.

### Site accessibility

Start with an overview of the level of accessibility of the site, indicating the average level of accessibility. Then indicate the percentage of criteria met.

You can give a more qualitative overall assessment and point out the site's weak points in terms of accessibility, while taking an educational approach by emphasising the most critical user impacts.

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## Description of accessibility errors

Detail here the non-compliant criteria identified during the audit. Present the topics with a short introductory text provided here as an example. Present each non-compliant criterion succinctly and present a representative case of the non-compliance found, with a screenshot, if necessary, a description of the problem and a technical recommendation.

Be pragmatic and bear in mind the notion of reasonable accommodation. Users' first expectation is to be able to access the content and functions of public sites, but not necessarily in the same form. Introducing alternatives may be an acceptable compromise if they provide the same level of information and equivalent functionality. It is not always necessary, and it is sometimes undesirable, to try to make a rich component that is too complex accessible, which would lose a user, even if it were formally compliant with the RAWeb.

Make trade-offs and recommendations with users as your primary target. Can the user access the information? Can they understand it? Can they access the alternative provided easily?

### Images

**Recommendations:** Provide each [image conveying information](https://accessibilite.public.lu/en/raweb1/glossaire.html#image-conveying-information) with a relevant [text alternative](https://accessibilite.public.lu/en/raweb1/glossaire.html#text-alternative-image) and a [detailed description](https://accessibilite.public.lu/en/raweb1/glossaire.html#description-detaillee-image) if necessary. Link [legends](https://accessibilite.public.lu/en/raweb1/glossaire.html#legende-d-image) to their images. Replace [images of text](https://accessibilite.public.lu/en/raweb1/glossaire.html#image-texte) with [styled text](https://accessibilite.public.lu/en/raweb1/glossaire.html#texte-style) where possible.

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### Frames

**Recommendations:** Give each [frame](https://accessibilite.public.lu/en/raweb1/glossaire.html#frame) a relevant [title.](https://accessibilite.public.lu/en/raweb1/glossaire.html#frame-title)

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### Colours

**Recommendations:** Do not provide [information](https://accessibilite.public.lu/en/raweb1/glossaire.html#information-provided-by-colour) by colour alone and use sufficiently high colour [contrasts](https://accessibilite.public.lu/en/raweb1/glossaire.html#contrast) for text, [user interface components](https://accessibilite.public.lu/en/raweb1/glossaire.html#user-interface-component) or elements conveying information.

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### Multimedia

**Recommendations:** Provide each audio and/or video [time-based media](https://accessibilite.public.lu/en/raweb1/glossaire.html#time-based-media-audio-video-and-synchronised) with a relevant [text transcript](https://accessibilite.public.lu/en/raweb1/glossaire.html#transcript-time-based-media), [captions](https://accessibilite.public.lu/en/raweb1/glossaire.html#synchronised-captions-media-object) or [audio description](https://accessibilite.public.lu/en/raweb1/glossaire.html#synchronised-audio-description-time-based-media) where necessary. Provide all graphic or interactive content (or [non-time-based media](https://accessibilite.public.lu/en/raweb1/glossaire.html#non-time-based-media)) with a relevant text alternative. Make it possible to [control their viewing](https://accessibilite.public.lu/en/raweb1/glossaire.html#viewing-control-time-based-media) and manipulation [using the keyboard and any pointing device](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessible-and-operable-by-keyboard-and-any-pointing-device) such as the mouse. Ensure [compatibility with assistive technologies](https://accessibilite.public.lu/en/raweb1/glossaire.html#compatible-with-assistive-technologies).

### Tables

**Recommendations:** Associate the [data tables](https://accessibilite.public.lu/en/raweb1/glossaire.html#data-table) correctly [with their title](https://accessibilite.public.lu/en/raweb1/glossaire.html#data-table-with-a-title), give each [complex data table](https://accessibilite.public.lu/en/raweb1/glossaire.html#complex-data-table) a [summary](https://accessibilite.public.lu/en/raweb1/glossaire.html#summary-of-table), clearly identify the [header cells](https://accessibilite.public.lu/en/raweb1/glossaire.html#column-or-row-header), use a relevant mechanism to link the data cells to the [header cells](https://accessibilite.public.lu/en/raweb1/glossaire.html#en-tete-de-colonne-ou-de-ligne). For each [layout table](https://accessibilite.public.lu/en/raweb1/glossaire.html#layout-table), ensure that it is correctly linearised.

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### Links

**Recommendations:** Use self-explanatory [link](https://accessibilite.public.lu/en/raweb1/glossaire.html#link) [accessible names](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessible-name-of-a-link), with [contextual](https://accessibilite.public.lu/en/raweb1/glossaire.html#link-context) information in particular.

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### Scripts

**Recommendations:** If necessary, give each [script](https://accessibilite.public.lu/en/raweb1/glossaire.html#script) a relevant [alternative](https://accessibilite.public.lu/en/raweb1/glossaire.html#alternative-to-a-script). Warn or enable control of scripts that initiate a [change of context](https://accessibilite.public.lu/en/raweb1/glossaire.html#changes-of-context). Make it possible to control each [script](https://accessibilite.public.lu/en/raweb1/glossaire.html#script) code using at least the [keyboard and any pointing device](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessible-and-operable-by-keyboard-and-any-pointing-device), and ensure that they are [compatible with assistive technologies](https://accessibilite.public.lu/en/raweb1/glossaire.html#compatible-with-assistive-technologies), particularly for [status messages](https://accessibilite.public.lu/en/raweb1/glossaire.html#status-message).

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### Mandatory elements

**Recommendations:** Check that the source code generated for each web page complies [with the writing rules](https://accessibilite.public.lu/en/raweb1/glossaire.html#writing-rules) for the [document type](https://accessibilite.public.lu/en/raweb1/glossaire.html#document-type), that the [title](https://accessibilite.public.lu/en/raweb1/glossaire.html#titre-de-page) is relevant and that the [default language](https://accessibilite.public.lu/en/raweb1/glossaire.html#default-language) is indicated. Check that tags are not used [only for layout purposes](https://accessibilite.public.lu/en/raweb1/glossaire.html#only-for-layout-purposes), and that [language changes](https://accessibilite.public.lu/en/raweb1/glossaire.html#language-change) and [reading direction](https://accessibilite.public.lu/en/raweb1/glossaire.html#reading-direction) changes are indicated.

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### Information structure

**Recommendations:** Use [heading](https://accessibilite.public.lu/en/raweb1/glossaire.html#heading)s, [lists](https://accessibilite.public.lu/en/raweb1/glossaire.html#lists) and quotations to structure the information. Ensure that the document structure is consistent.

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### Presentation of information

**Recommendations:** Use [style sheets](https://accessibilite.public.lu/en/raweb1/glossaire.html#style-sheet) to [present information](https://accessibilite.public.lu/en/raweb1/glossaire.html#presentation-of-information). Ensure that the information remains [understandable](https://accessibilite.public.lu/en/raweb1/glossaire.html#understandable-reading-order) when the style sheets are deactivated. Check the effect of enlarging [font size](https://accessibilite.public.lu/en/raweb1/glossaire.html#font-size) to 200% and redefining spacing properties on legibility. Ensure that links are correctly identifiable, that the [focus](https://accessibilite.public.lu/en/raweb1/glossaire.html#when-focused) is indicated and that the user has control over additional content that becomes visible when hovering or focusing. Ensure that [hidden content](https://accessibilite.public.lu/en/raweb1/glossaire.html#hidden-content) is ignored by assistive technologies and that information is not provided solely by the [shape, size or location](https://accessibilite.public.lu/en/raweb1/glossaire.html#indication-conveyed-by-shape-size-or-location) of an element.

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### Forms

**Recommendations:** For each form, associate each [field](https://accessibilite.public.lu/en/raweb1/glossaire.html#form-input-field) with its own [label](https://accessibilite.public.lu/en/raweb1/glossaire.html#form-field-label), group together [related fields](https://accessibilite.public.lu/en/raweb1/glossaire.html#related-form-controls) and give them a [legend](https://accessibilite.public.lu/en/raweb1/glossaire.html#legend), structure the choice lists appropriately, give each [button](https://accessibilite.public.lu/en/raweb1/glossaire.html#button-form) an explicit heading. Check for suggestions in the event of input errors, ensure that [error management](https://accessibilite.public.lu/en/raweb1/glossaire.html#error-management-form) is accessible, that the purpose of the fields can be deduced and that the user can retain control over their financial, legal or personal data.

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### Navigation

**Recommendations:** Offer at least two different [navigation systems](https://accessibilite.public.lu/en/raweb1/glossaire.html#navigation-system) in a [set of web pages](https://accessibilite.public.lu/en/raweb1/glossaire.html#set-of-web-pages) ([navigation menu](https://accessibilite.public.lu/en/raweb1/glossaire.html#menu-and-navigation-bar), [site map](https://accessibilite.public.lu/en/raweb1/glossaire.html#site-map-page) or [search engine](https://accessibilite.public.lu/en/raweb1/glossaire.html#search-engine-internal-to-a-website)). Make it possible to bypass or skip to the main content region via a [bypass or skip link](https://accessibilite.public.lu/en/raweb1/glossaire.html#bypass-or-skip-links). Ensure that the [navigation sequence](https://accessibilite.public.lu/en/raweb1/glossaire.html#navigation-sequence) is consistent and that the page does not contain any keyboard traps. Ensure that [keyboard shortcuts](https://accessibilite.public.lu/en/raweb1/glossaire.html#keyboard-shortcut) using a single key are controllable by the user.

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### Consultation

**Recommendations:** Ensure that the user has control over the actions imposed after a certain delay, in particular [refresh processes](https://accessibilite.public.lu/en/raweb1/glossaire.html#refresh-process). Give the possibility of controlling [sudden changes in brightness](https://accessibilite.public.lu/en/raweb1/glossaire.html#sudden-change-in-brightness-or-blinking), the opening of new windows and [moving or flashing content](https://accessibilite.public.lu/en/raweb1/glossaire.html#control-moving-or-blinking-content). Ensure that unusual expressions and jargon are explained. Provide [accessible versions](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessible-version-for-a-downloadable-document) of downloadable documents or make them accessible. Ensuring that content can be accessed, whatever the orientation of the screen and using [simple gestures](https://accessibilite.public.lu/en/raweb1/glossaire.html#complex-and-simple-gestures). Make it possible to cancel actions triggered by a movement and access the same functionalities by an alternative, without movement.

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### Documentation and accessibility features

**Recommendations:** Ensure that the [documentation](https://accessibilite.public.lu/en/raweb1/glossaire.html#documentation) provided by the website complies with the [digital accessibility rules](https://accessibilite.public.lu/en/raweb1/glossaire.html#digital-accessibility-rules) and that it provides information on the [accessibility features](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessibility-feature) and compatibility of the website with assistive technologies. Check that the [adaptation mechanisms](https://accessibilite.public.lu/en/raweb1/glossaire.html#mechanism-for-enabling-an-accessibility-feature) can be activated by the users concerned without having to activate these mechanisms.

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### Editing tools

**Recommendations:** Ensure that [editing tools](https://accessibilite.public.lu/en/raweb1/glossaire.html#editing-tool) offer the features needed to create content that complies with [digital accessibility rules](https://accessibilite.public.lu/en/raweb1/glossaire.html#digital-accessibility-rules) and support the creation of accessible content by providing help and tests. Ensure that editing tools provide [templates](https://accessibilite.public.lu/en/raweb1/glossaire.html#template) that comply with digital accessibility rules.

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### Support services

**Recommendations:** Ensure that [support services](https://accessibilite.public.lu/en/raweb1/glossaire.html#support-service) are able to inform users about the [accessibility features](https://accessibilite.public.lu/en/raweb1/glossaire.html#accessibility-feature) of the website and that the [documentation](https://accessibilite.public.lu/en/raweb1/glossaire.html#documentation) they provide complies with the [digital accessibility rules](https://accessibilite.public.lu/en/raweb1/glossaire.html#digital-accessibility-rules). Ensure that support services are able to meet the communication needs of people with disabilities, either directly or via a [relay service](https://accessibilite.public.lu/en/raweb1/glossaire.html#relay-service).

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### Real-time communication

**Recommendations:** Ensure that [two-way voice communication web applications](https://accessibilite.public.lu/en/raweb1/glossaire.html#two-way-voice-communication-web-application) also allow the use of a [real-time text communication](https://accessibilite.public.lu/en/raweb1/glossaire.html#real-time-text-communication) system (RTT). Ensure that applications incorporate technical standards (minimum encoding frequency, minimum transmission delay, minimum video quality).

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## Conclusion

### Inspector's opinion

 Give your general opinion on the accessibility of the site and on the ability of the designers and developers to make the site accessible. Also highlight the site's strengths and the criteria that have been met. Like the introduction, this part should be kept simple and understandable to everyone.

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### Prioritising corrections

 The RAWeb audit consists of noting the non-conformities found on the pages audited. When there are a large number of non-conformities, it is important to provide information to help the site manager prioritise corrections.

You can prioritise corrections along 3 axes:

1) According to the site's essential functionalities and content: if your site is designed to provide access to a user account, it is imperative that your visitors be able to carry out this action without hindrance, whatever the RAWeb criteria concerned;

2) According to a selection of priority criteria that block access to certain content and functions;

3) Ease of implementation: some corrections are extremely simple and therefore very inexpensive to implement. It is motivating for technical teams to put them in a position to succeed in taking accessibility into account by giving them priority to simple corrections. Progress is then rapid and motivating.

In all cases, it is important to bear in mind that the corrections must allow better access to content and services for people who are potentially excluded because of accessibility errors.

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