

**Arkansas State University
Office of Operational Excellence
Software Testing Checklist**

Department Information

Date Requested: _____ Date Needed By: _____ Point of Contact: _____

Department: _____ Phone: _____ E-mail: _____

Product Name: _____ Vendor Name: _____

Keyboard Operability

Select the appropriate testing outcome option for each action listed below. Test Web site links and web applications using all internet browsers (Chrome, Firefox, Internet Explorer, Microsoft Edge, Safari, etc.)

1. Keyboard equivalent for all mouse actions including selecting, scrolling, text entry, etc. are present

Pass Partial Fail N/A

Comments: _____

2. Using the tab button creates a logical order when navigating and navigation is consistent

Pass Partial Fail N/A

Comments: _____

3. Software supports existing accessibility features in the operating system (e.g., magnification, zoom, inverted colors, etc.)

Pass Partial Fail N/A

Comments: _____

4. All hyper links can be selected using keyboard

Pass Partial Fail N/A

Comments: _____

5. Keyboard navigation allows access to all menus and submenus

Pass Partial Fail N/A

Comments: _____

Display Operability

1. Alternative text is used behind images and icons/graphics are consistent throughout

Pass Partial Fail N/A

Comments: _____

2. Every window, object, and control is clearly labeled

Pass Partial Fail N/A

Comments: _____

3. Software has no patterned backgrounds behind any text or graphics

Pass Partial Fail N/A

Comments: _____

4. A user can adjust or disable flashing, rotating, or moving displays. No flashing more than three times per second

Pass Partial Fail N/A

Comments: _____

5. Color and contrast levels are adjustable, and a variety of selections are provided

Pass Partial Fail N/A

Comments: _____

6. User can modify timed responses

Pass Partial Fail N/A

Comments: _____

7. Color is not the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element (e.g., "Click the red button")

Pass Partial Fail N/A

Comments: _____

Sound Operability

1. Sound can be disabled or adjusted and does not play automatically

Pass Partial Fail N/A

Comments: _____

2. Information in an audio format is capable of being displayed in a visual format (e.g. closed captioning)

Pass Partial Fail N/A

Comments: _____

3. Notifications or alerts with sound provide a visual cue also

Pass Partial Fail N/A

Comments: _____

Screen Reader Operability

1. Screen reader reads all text on all pages as well as all menus and submenus

Pass Partial Fail N/A

Comments: _____

2. Screen reader identifies and reads all alternative text descriptions for images and icons

Pass Partial Fail N/A

Comments: _____

Complete the following section if the software has a web interface

1. High contrast features for the web browser change the web site to high contrast within Chrome, Firefox, Internet Explorer Microsoft Edge, Safari, and other

Pass Partial Fail N/A

Comments: _____

2. The operating system's high contrast theme transfers to the web site within Chrome, Firefox, Internet Explorer, Microsoft Edge, Safari, other

Pass Partial Fail N/A

Comments: _____

Documentation and Support

1. Manufacturer provides a VPAT (Voluntary Product Accessibility Template)

Pass Partial Fail N/A

Comments: _____

2. Provides user manuals in alternate formats (e.g., audio, enlarged, braille) and provides technical support for users with assistive technology

Pass Partial Fail N/A

Comments: _____

Required Signatures

To my knowledge, this product has been fully tested for accessibility using assistive technology, and the information provided is accurate and complete.

Tester Name: _____

Date: _____

Tester Signature: _____

Please return completed forms to ypat@astate.edu or deliver to Admin Building - Office of Finance - Attn: Eric Jones. Contact the Office of Operational Excellence at 870-972-2005 for further assistance.