

Platform consistency:

- Cross platform functionality and format Mac/PC
- Browser stability in Mac Netscape 6.2, Mac IE 5.2 & PC Netscape 7 & PC IE 6

Comments:

Issues Addressed by:

Visual appearance

- Legibility of text, tables, captions
- Formatting of text - use of headers, indents, paragraph spacing etc to assist reader
- All pages have a consistent layout and formatting in font style, font sizes for heading hierarchy, indenting and general publishing style
- Images download promptly and are of clear, crisp visual quality
- All animations, audio or movie clips are operated easily and work
- Check all text for gremlins, html entities, ASCII code
- No more than a two screen scroll length

Comments:

Issues Addressed by: Date:

Navigation

- Navigational aids are readily identified
- All information within a site able to be accessed with no more than 3 mouse actions
- Help or support options are included
- Navigational options such as an Index / A-Z drop down menu are included for large sites

Comments:

Issues Addressed by: Date:

Technical functions

- Check all links are active and correct
- Check all roll-overs, drop down menus, pop-up menus and any other functions on each page within the package
- Print pages – ensure printing quality, reproduction

Comments:

Issues Addressed by: Date:

Technical – directories

- Check naming is consistent (8 characters or less.3 characters)
- Check structure complies with clients needs

Comments:

Issues Addressed by: Date:

Plug-ins & necessary software

- Plug-ins and extra software are readily accessed with full instructions for download and use
- Activities using plug-ins or extra software are fully operational
- Copyright permission has been sought for plug-ins and extra software provided

Comments:

Issues Addressed by: Date:

General comments

Accessibility Priority 1 W3C standards addressed

General

- Text equivalent provided for every non-text element (eg text equivalent/explanation of buttons, images, animations)
- Information conveyed with colour is available without colour (eg image loses no definition if viewed in black and white)
- Changes in the natural language of document's text/text equivalents are clearly identified (eg use of language attribute, lang="language used")
- Documents are organized so that they can be read without stylesheets (eg able to be read by browser which doesn't support stylesheets)
- Equivalents used for dynamic content automatically update (eg alternative presentation for scripts/applets, etc)
- Screen does not flicker or flash
- Clearest and simplest language appropriate for this site has been used (eg no abbreviations/acronyms used unless explained)

Diagnostics

- Links and download times are checked using either Dr Watson or similar tool
- Compliance with Accessibility Priority One W3C requirements is checked using Bobby or similar diagnostic tool

Tables

- Row and column headers are identified (data tables). Use id attribute, id="header name"
- Markup used to associate data cells and header cells (data tables with two or more logical levels of row/column headers). Use grouping

Frames

- Each frame is titled. Use title attribute for frames, title="frame name"

Applets and scripts

- Pages are usable when scripts are turned off or not supported (if not, equivalent information is available on alternative accessible page)

Multimedia

- Auditory description of important information of visual track is provided
- Equivalent alternatives for animations/movies (captions or descriptions) are synchronized with animation/movie

If these checkpoints cannot be met

- Page has been linked to an alternative page that uses W3C technologies, is accessible, has equivalent information (functionality) and is updated as often as the original page. When frames are updated, non-frames version must also be updated

ID

MDC Quality Assurance Checklist

Complete prior to release of prototype to client



Place a tick where the product tests satisfactory



Place a cross where the product tests unsatisfactory and provide detailed comments

Project Code:

Project Name:

File Location:

Checker Signature:

Date:

Date received by Team Leader:

Date Team Leader initiated corrective action :

Final Inspection by Team Leader

Sign:

Date:

20-May-03

Hard copy must be placed on Master File