

Accessible Learning Publication Checklist

A practical pre-publication record for asynchronous learning. Technical checking tools are useful but do not replace keyboard, screen-reader and human review.

Resource: _____ Reviewer: _____ Date: _____

Structure and navigation

- ☐ Page title, headings and lists describe the structure in a meaningful order.
- ☐ All controls work by keyboard, focus is visible and there is no keyboard trap.
- ☐ Link and button text explains the destination or action without relying on nearby text.
- ☐ Instructions do not rely only on colour, shape, position or sound.

Media and alternatives

- ☐ Prerecorded speech has accurate, synchronised captions that were manually reviewed.
- ☐ A transcript includes relevant spoken content and meaningful sounds.
- ☐ Important visual information is spoken, audio-described or available in equivalent text.
- ☐ Audio does not autoplay and learners can pause, stop and control volume.

Visual presentation

- ☐ Informative images have useful alt text; decorative images are ignored by assistive technology.
 - ☐ Text and essential interface components meet required contrast.
 - ☐ Content remains usable when zoomed, reflowed or viewed on a small screen.
 - ☐ Motion is non-essential and respects reduced-motion preferences.
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Learning and inclusion

- ☐ Language is clear, acronyms are explained and examples do not assume one discipline or institution.
 - ☐ Interactive activities have an equivalent accessible route and clear feedback.
 - ☐ Community participation has an appropriate private or asynchronous alternative.
 - ☐ Welsh-language provision is planned from the outset and reviewed by an appropriately fluent professional.
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Rights, accuracy and operations

- ☐ Academic accuracy and currency were approved by the named subject owner.
 - ☐ Copyright, licence, consent, confidentiality and data-protection checks are recorded.
 - ☐ Links, downloads, media and completion behaviour were tested in the learner view.
 - ☐ Owner, version, archive location, review date and update triggers are recorded.
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Outcome: Ready to publish [] Ready subject to fixes [] Return for redesign []

Actions and owner: _____