Commonwealth of Massachusetts

Executive Office of Technology Services and Security (EOTSS)

Accessibility Center for Education, Consultation, and Support Services (ACCESS)

Infographics and Data Visualizations Accessibility Testing Checklist

Each level requires document creators to develop their accessibility skillset by adding more manual testing and validation. Each level includes and builds off of the items in the preceding levels (e.g., Level 2 encompasses the items in Levels 1 and 2, Level 4 encompasses the items in Levels 1, 2, 3, and 4).

- Level 1: Run automated tests and fix any errors found
- Level 2: Manual verification of visible content
- Level 3: Manual verification of document properties
- Level 4: Preparing to finalize

Infographics (static data visualizations)

Level 1:

- ☐ Is a clear title provided?
- ☐ Are summaries of visualizations provided in plain language?

Level 2:

- ☐ Are headings clear and descriptive?
- ☐ Are the font choices clear, legible, and adhere to font size recommendations (12 pts minimum)?
- ☐ Are sans serif fonts used for the body text?
- ☐ Is all hyperlink text unique and descriptive?
- ☐ Is the use of color only to indicate meaning avoided?
- ☐ Do all images have meaningful alt text and graphics irrelevant to the content set as decorative?
- ☐ Are large blocks of text within the visualization avoided?
- ☐ Do all tables have a header row and/or a header column?
- ☐ Are tables avoided for visual formatting of content?

Level 3:

- ☐ Does the visualization contain proper metadata (e.g., title, language)?
- ☐ Is plain language used, avoiding jargon, and spelling out abbreviations the first time they're used?
- ☐ Is directional and/or sensory language avoided (e.g., "the image to the right" or "the blue icon")?
- ☐ Is the content visible in high contrast mode and dark theme?
- ☐ Are emojis or other non-standard symbols avoided for bulleted and numbered lists?
- ☐ Are all tables simple with no merged, split, or empty cells or multiple header rows?
- ☐ Are data tables provided as an alternative view of complex visualizations?
- ☐ Does each table have a descriptive caption or associated title?
- ☐ Do the selected components and widgets follow accessibility best practices?
- ☐ If using content that displays only on hover, such as tooltips, is the same information available elsewhere as real text?
- ☐ Are all interactive components actionable using just a keyboard? (tab to navigate, space/enter to activate and typing or using arrow keys to complete fields)
- ☐ Is keyboard focus visible with an outline around the element such as a link or button?
- ☐ Do focusable elements receive focus in a meaningful order left to right, top to bottom?
    - Does the color contrast between text and background, link text and background, and graphics and background meet 4.5:1 for text and 3:1 for large text and images minimum contrast requirements?

Level 4:

- ☐ Does the visualization display properly on mobile devices in portrait and landscape mode?
- ☐ Are graphics clear and understandable in grayscale?
- ☐ Is language translation provided for critical information?

Document Change Control

Version No.	Revised by	Effective Date	Description of Changes
1.0	ACCESS Team	August 1, 2025	Initial document