

## Accessibility checklist for examination papers

This checklist can be used by question setters and during internal checks to verify that key steps have been taken to guarantee accessibility. Ultimately it is the responsibility of Exams Officers, or academic staff nominated by Schools' Learning and Teaching Convenors, to ensure that sufficient accessibility checks are made during the preparation of examination papers.

1. **Plain language:** Is clear and concise language used in instructions and questions? Are most sentences short and to the point? Is unnecessary jargon avoided?
2. **Consistent layout:** Is the layout consistent throughout the paper, including the use of headings, subheadings, and question numbering? Are there continuation flags for questions that are continued over the page?
3. **Font and size:** Is an appropriate font used consistently between text and symbols, at a size of 12 points for the main text? Are italics avoided?
4. **Left justified text:** Is the text left justified consistently? Are marks against each sub-question indicated in brackets after the question?
5. **Spacing:** Is 1.5 line spacing used and is there a line space between paragraphs?
6. **Images and diagrams:** Is there a description provided for all images and diagrams, either in the form of a caption or within the main text? Can images and diagrams be interpreted without unfamiliar concepts?
7. **Colour:** If colours are used, are they high contrast? Is colour not the only means used to convey information? Can information be presented using labels or different line styles instead?
8. **Mathematical notation:** Are standard mathematical notations used and are they clear and legible?
9. **Headings and tags:** Are built-in heading styles used consistently for a logical document structure?
10. **Alternative text for images:** Is alternative text added to visuals?
11. **Symbols and formulas:** Is the formula environment consistently used for symbols and formulas?
12. **Tables and datasheets:** Are simple structures used for tables and datasheets?
13. **Complex tables:** Are complex tables with merged cells avoided?
14. **Text boxes:** Are text boxes avoided?
15. **Footnotes:** Are footnotes avoided, with the information instead incorporated into the main text?
16. **Accessibility checker:** Has an accessibility checker been used to review the

document?

17. **PDF format:** Is the document saved as a PDF for archiving?

18. **Tagged PDF:** Is the PDF tagged, including information about the structure of the document?

19. **Alternative formats:** Is the document provided in alternative formats, such as HTML or ePub?