



Military Community and Family Policy

Video Accessibility Checklist

The following checklist should be used by all Military Community and Family Policy staff to verify that videos meet the requirements established by MC&FP. This checklist includes compliance with Section 508, in addition to other MC&FP requirements. Questions may be directed to the Military Community Outreach Office.

Video information

Video title:	
Reviewer/tester name/signature:	
Review/testing date:	

ID	Requirements checklist	Pass	Fail	N/A
1.1	Is this video free of flashing, strobing or flickering elements?			
1.2	Does the video include captions that are synchronized with the video?			
1.3	Does the video include audio description that is synchronized with the video?			
1.4	Is the video accompanied by a transcript?			
1.5	If the content of the video is not clear and is not discussed via the audio or transcripts, a written or audio description must be included.			
1.6	A visual check has confirmed no hidden data is present. This can be confirmed by clicking File and then Inspect Document.			

Requirement guidelines

The following guidelines have been established for video files by MC&FP and MCO Office of Strategic Outreach Programs to meet Section 508 compliance requirements.

1.0 Required elements

1.1 Videos should not contain flashing, strobing or flickering elements, as they can cause some people to experience seizures, dizziness or nausea and can be distracting for some users with cognitive disabilities.

1.2 The video must contain captions that are synchronized with the video. Captions are necessary for people who are unable to hear the audio in a video and should include all audio information, including both spoken and nonspoken content such as music and laughter.

Note: There are two types of captioning. Open captions show automatically and cannot be turned off. Closed captions can be turned on and off.

The way you add captions to a video depends on the player. Some players offer auto-transcription. Some will sync your transcript with the help of voice-recognition software. Other players may require that you insert your transcript into a caption-editing program a few words at a time so your words appear on screen at the same time as the spoken words.

Tip: Watch your video to ensure captions appear:

- Accurately, especially if you used a player's auto-transcription feature
- At the bottom of the screen to minimize interference with visual information
- Correctly synchronized to the video
- Larger than 9-point type
- Against a background that offers sufficient contrast

1.3 The video must include audio descriptions that are synchronized with the video. Audio descriptions are required only for videos containing visual information that is necessary to understand the content but is not already communicated aurally.

Note: There are two types of audio description. Open audio description plays automatically and cannot be turned off. Closed audio description can be turned on or off.

Audio descriptions are usually delivered as a separate audio track, adding additional information during the pauses or periods of silence within the audio track. Because many video players don't support the option to turn audio descriptions on and off, you can create and post two versions of your video, one with audio descriptions and one without. If your video player supports multiple audio tracks, you can add a version with audio description and the user can decide which one to play.

Tip: The easiest way to provide audio description is to build it into your script from the start. For example, have your subjects identify themselves and their surroundings rather than only showing their names.

1.4 The video must be accompanied by a transcript. Please include the following information with your transcript, if applicable:

- Speakers' names
- Words spoken, as well as laughter, crying, singing, etc.
- Music, including lyrics and the style of music (such as rock, dance, orchestra, slow/fast, etc.)
- On-screen and off-screen background noises providing information or context

Tip: Transcripts are often generated and used in the captioning process. You can create a transcript manually, with the help of voice-to-speech recognition software, or use the video's script if there was one.

1.5 If the content of the video is not clear and is not discussed via the audio or transcripts, a written or audio description must be included.

1.6 A visual check has confirmed no hidden data is present. This can be confirmed by clicking File and then Inspect Document.