

Quality assurance checklist (QAC)

<input type="checkbox"/>	To the point	The page meets its stated purpose with minimal word count
<input type="checkbox"/>	Scannable	The page is uncluttered and easy to scan: <ul style="list-style-type: none"> • headings are used frequently • paragraphs are short and to the point • lists are used to break up long text
<input type="checkbox"/>	Page title and headings	Page titles and headings are: <ul style="list-style-type: none"> • meaningful (no 'welcome' or 'introduction') • concise • in sentence case • use correct heading level
<input type="checkbox"/>	All text	<ul style="list-style-type: none"> • no spelling, grammar or punctuation errors • plain English
<input type="checkbox"/>	Links	<ul style="list-style-type: none"> • no broken links • link text is descriptive (no 'click here') • links do not open new tab or window
<input type="checkbox"/>	Menus	<ul style="list-style-type: none"> • drop-down menu labels match content to which they link • right hand menus display as expanded for the level in which they sit, closed for other levels • no external links in menus
<input type="checkbox"/>	Images	<ul style="list-style-type: none"> • have alt text • size correctly (no pixellation, long downloads or heads cut off) • enhance the text (no unnecessary stock imagery) • look appropriate for UQ brand • are used as permitted by copyright
<input type="checkbox"/>	Files	<ul style="list-style-type: none"> • links to internal files are all relative (only suffix of web address: '.../name.pdf') • PDF or doc link includes file type and size
<input type="checkbox"/>	People	<ul style="list-style-type: none"> • No duplicate people or contact details