# **Web Page Audit Checklist**

**From: Strategic Web Action Team (SWAT)**

*Last Updated:*
*January 18, 2023*

To complete a Website Audit, this checklist needs to be completed in detail for **EACH PAGE** on your site.

|  |  |
| --- | --- |
| *Task* | *Completed* |
| Each page has been updated, condensed, or deleted |  |
| All information on the page is up-to-date and accurate  |  |
| All contact information on the page is correct and accurate including the department contact info in the department footer |  |
| Spelling, grammar, and links on the page has been checked and are correct and working (Error Free Campus Initiative) |  |
| All images on the page must have alt tags (Image Descriptions) that make sense |  |
| All images display properly |  |
| All images in gallery or slider assets have accurate descriptions in description fields |  |
| All links must be descriptive in their text OR have a title attribute added to them (no “click here”) |  |
| Any old version of the page saved under different names have been removed (i.e. index-old.html, index-1.html, etc.) |  |
| All links on the page have been verified as working and accurate (no broken links/404 errors or links pointing to wrong pages) |  |
| All header H tags are nested properly (H1, then H2, then H3, etc) (see [www.uvu.edu/web/standards](http://www.uvu.edu/web/standards) for more information)  |  |
| There are no links to unfinished pages, pages under construction, or pages coming soon |  |
| Once all pages are up-to-date, republish all pages and files to update the last published date |  |
| All videos embedded on the page or linked to, have been captioned (use the Kaltura system where appropriate) |  |