

# "Content" Checklist

Compliance and evidence repository

(see filling notes below)

The requirements listed below are linked to the respective evidence collection sheets

Website designation: Online Appointments  
 Website address: <https://agendamentos.mne.gov.pt/en>  
 Organisation: Ministry of Foreign Affairs  
 Evaluation date: 28-11-2023

Y	N	NA	
			1 - CLARITY OF CONTENT
X			<a href="#">1.1 The website presents a brief summary of its purpose, visible without scrolling</a>
		X	<a href="#">1.2 More complex terms have an aggregated definition</a>
		X	<a href="#">1.3 Each content block contains its update date</a>
X			<a href="#">1.4 Information about the entity responsible for the content is on all pages</a>
			2 - USABILITY OF CONTENT
X			<a href="#">2.1 The font in the body of the document is appropriate and the font size is at least 12 points</a>
X			<a href="#">2.2 Secondary information (dates, authors) uses at least a font size of 10 points</a>
X			<a href="#">2.3 Blocks and lines of text no more than 100 characters wide</a>
X			<a href="#">2.4 Line spacing is not less than 1.5x the font size</a>
			3 - NAVIGATION STRUCTURE
X			<a href="#">3.1 No navigation level has more than 9 options</a>
X			<a href="#">3.2 The main navigation is always visible and always in the same place</a>
X			<a href="#">3.3 Text hyperlinks should not be differentiated based on color alone</a>
			4 - INFORMATION STRUCTURE
X			<a href="#">4.1 Long documents have a table of contents at the top with internal links to the same</a>
X			<a href="#">4.2 The website layout is adaptable to mobile platforms without the need for horizontal scanning</a>
			5 - INTERACTIVE ELEMENTS
X			<a href="#">5.1 There are no interactive elements activated only by hovering the mouse</a>
X			<a href="#">5.2 Interactive elements have a minimum size of 44px CSS (44 points) (vertical and horizontal)</a>
X			<a href="#">5.3 There is only one main action button per page and it is highlighted</a>
X			<a href="#">5.4 Interactive graphic elements must appear to be clickable</a>

Conformity: 15/15

Tests not applicable: 2

Test list: 17

100,0%

Filling note:

In the "Summary Sheet" you must fill in 4 fields:

- Website designation
- Website address
- The owning entity
- Evaluation date

These 4 fields are identified with a yellow background and are found in cells G1 to G8 respectively. For screen reader users, they can identify the filler cells by their background color, which is announced by the reader. For example, VoiceOver reads "yellow solid color fill".

Use the links in the checklist to navigate to the inner sheets, each dedicated to collecting evidence for each of the requirements.

On the inner sheets - from 1.1 to 5.4 - it is only necessary to mark with an 'X' the columns Y (Yes), N (No), NA (Not Applicable), respectively cells B3, C3 and D3. Note that these cells are automatically collected and copied to the Summary Sheet.

On the inner pages, under the indication "List of evidence", you must place the images and make notes that lead you to consider that it passes this requirement (Yes), to justify why it does not pass this requirement (No) or why it is that the requirement is not applicable (NA) to the website under analysis.

## 1 - CLARITY OF CONTENT

Y	N	NA
x		

### 1.1 The website presents a brief summary of its purpose, visible without scrolling

At a first glance at the website, a brief definition of its purpose should be visible, giving the user an indication of what the website is and what tasks can be carried out.

List of evidence

<https://agendamentos.mne.gov.pt>

Notes:

The website have a brief description of its purpose

### Agendamentos Online

Plataforma do Ministério dos Negócios Estrangeiros de Portugal para marcações de atos consulares e atendimento ao público em Lisboa

1 - CLARITY OF CONTENT

Y	N	NA
		x

1.2 More complex terms have an aggregated definition

When complex or technical terms that are not in current use are used, they must have a definition added. All terms defined in this way must be part of a glossary available on the website.

List of evidence

Notes:

No technical or complex terms are used on the website, there is no need for a glossary

1 - CLARITY OF CONTENT

Y	N	NA
		x

1.3 Each content block contains its update date

Each isolated content block or set of related content blocks must have the date of its update associated, expressed in a font size 2 points smaller than the body text, with a lower contrast but never less than 4.5:1.

List of evidence

Notes:

There are no text content blocks that require update dates

## 1 - CLARITY OF CONTENT

Y	N	NA
x		

### 1.4 Information about the entity responsible for the content is on all pages

The identification of the entity responsible for the content produced, including a link to the contact page, must appear in the footer of all pages.

List of evidence

<https://agendamentos.mne.gov.pt>

Notes:

Identification of the responsible entity in the footer of all pages on the website



2023 República Portuguesa

## 2 - USABILITY OF CONTENT

Y	N	NA
x		

### 2.1 The font in the body of the document is appropriate and the font size is at least 12 points

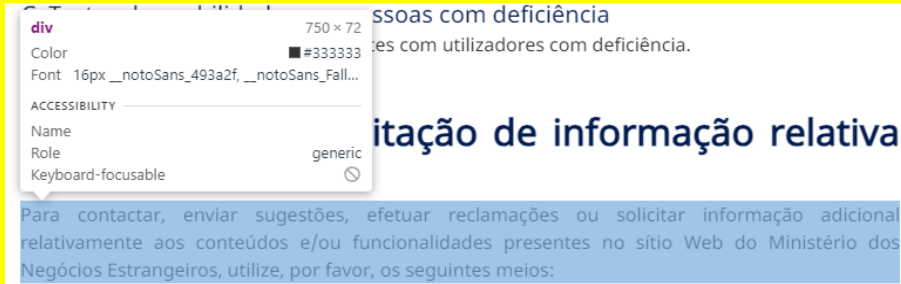
In order to ensure good readability of the text for all users, the font size of the text that makes up the body of the document must be at least 12 points, always ensuring that they are scalable to larger sizes, whenever the user deems necessary.

List of evidence

<https://agendamentos.mne.gov.pt/pt/accessibility>

Notes:

Document text uses size 15px



## 2 - USABILITY OF CONTENT

Y	N	NA
x		

### 2.2 Secondary information (dates, authors) uses at least a font size of 10 points

Secondary information, such as text or image authors, publication dates or other types of meta-information, may use smaller font sizes, but at least 10 points, always ensuring that they are scalable to larger sizes, whenever the user deems it necessary.

#### List of evidence

<https://agendamentos.mne.gov.pt/pt/schedule>

#### Notes:

The site uses secondary information on the publication date of articles with size 13px

**div** 394 × 144  
Color ■ #333333  
Font 16px \_\_notoSans\_493a2f, \_\_notoSans\_Fall...  
ACCESSIBILITY  
Contrast Aa 11.6 ✓  
Name  
Role generic  
Keyboard-focusable

O serviço de agendamento online encontra-se disponível para marcações junto dos Postos Consulares portugueses e para o Gabinete de Atendimento ao Público da Direção Geral dos Assuntos Consulares e das Comunidades Portuguesas em Lisboa-GAP.



## 2 - USABILITY OF CONTENT

Y	N	NA
x		

### 2.3 Blocks and lines of text no more than 100 characters wide

To maintain reading comfort, blocks or lines of text should not be more than 100 characters wide. The 80 characters correspond to the size that appears in studies as the most comfortable for users.

#### List of evidence

<https://agendamentos.mne.gov.pt/pt/privacyPolicy>

#### Notes:

Text blocks are no wider than 100 characters

### Política de Privacidade

#### Condições gerais

O Ministério dos Negócios Estrangeiros (MNE), entidade responsável por este sítio Web, cumpre os requisitos que concernem a privacidade e proteção dos dados registados pelos seus utilizadores, conforme a Lei nº 58/2019 que assegura a execução na ordem jurídica nacional do Regulamento (UE) 2016/679 (RGPD).

Este compromisso é assumido na [Política de Privacidade do MNE](#) e é reforçado no [Código de Conduta Para a Proteção de Dados Pessoais](#) o qual rege a atividade de todos os trabalhadores, funcionários e dirigentes do MNE no que concerne os princípios de privacidade e segredo profissional.

## 2 - USABILITY OF CONTENT

Y	N	NA
x		

### 2.4 Line spacing is not less than 1.5x the font size

To ensure comfortable reading of blocks of text, a line spacing of 1.5x the font size should be used.

List of evidence

<https://agendamentos.mne.gov.pt/pt/privacyPolicy>

Notes:

Line spacing is 1.5x the font size.

```
.text-base {  
  font-size: 1rem;  
  line-height: 1.5rem;  
}
```

3 - NAVIGATION STRUCTURE

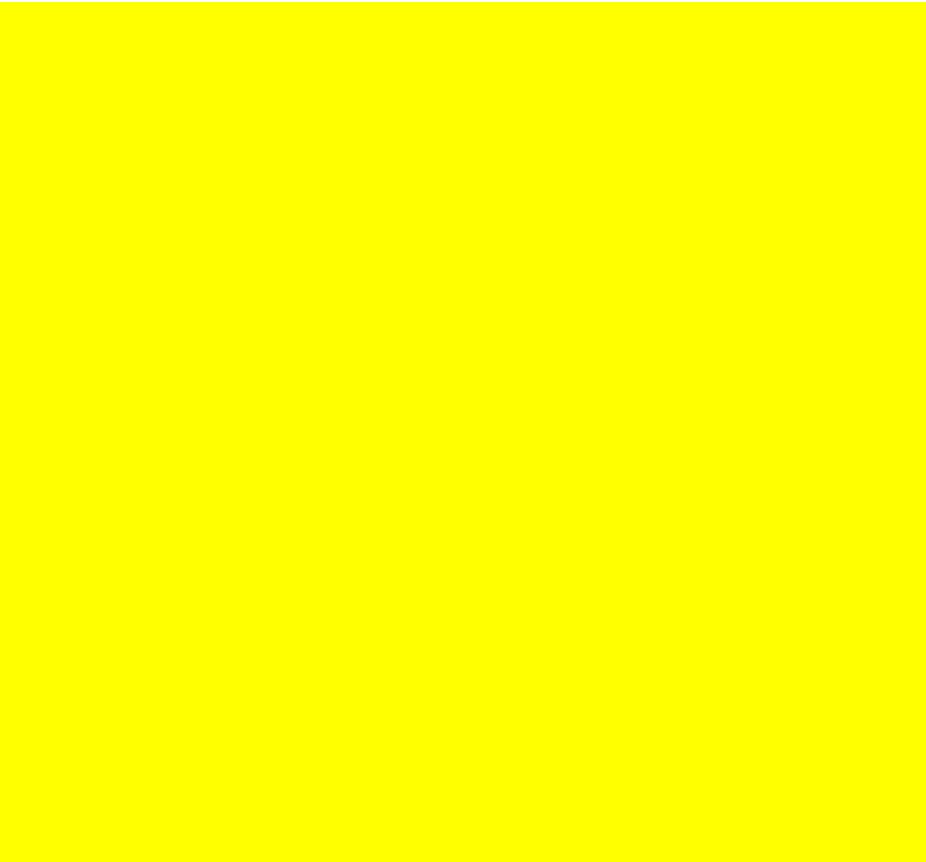
Y	N	NA
x		

3.1 No navigation level has more than 9 options

The main navigation must be balanced, neither with too many top options without secondary options, nor with few top options and many secondary options. No navigation level should have more than 9 options.

List of evidence

<https://agendamentos.mne.gov.pt/>



Notes:

No level of website navigation, more than 9 options available

### 3 - NAVIGATION STRUCTURE

Y	N	NA
x		

#### 3.2 The main navigation is always visible and always in the same place

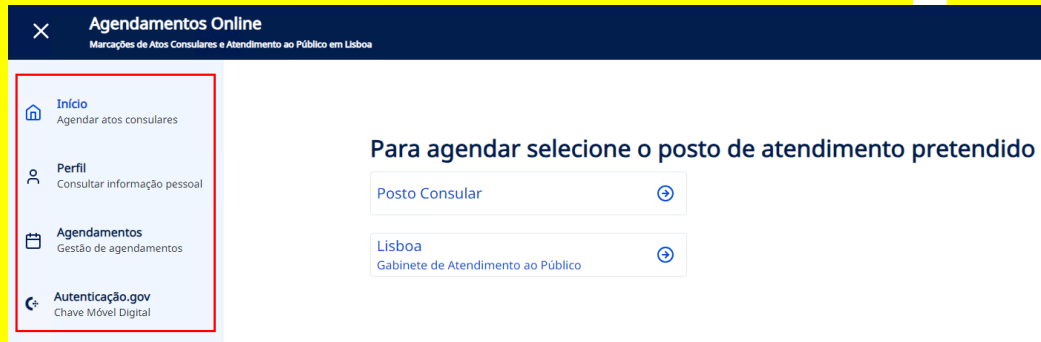
The top-level options of the main navigation are always visible and are always in the same place on every page. The user's current position in the navigation structure must be highlighted.

List of evidence

<https://agendamentos.mne.gov.pt/>

Notes:

Menu list always available on every page



### 3 - NAVIGATION STRUCTURE

Y	N	NA
x		

#### 3.3 Text hyperlinks should not be differentiated based solely on color

Text hyperlinks must have a minimum contrast of 4.5:1 with the surroundings and a visual representation complementary to the color - ideally hyperlinks should be underlined. Text hyperlinks must appear in the same way throughout the website.

List of evidence

<https://agendamentos.mne.gov.pt/pt/privacyPolicy>



Notes:

Text links are differentiated with a visual representation complementary to the color, in bold and with a contrast greater than 4.5:1

## 4 - INFORMATION STRUCTURE

Y	N	NA
x		

### 4.1 Long documents have a table of contents at the top with internal links to the same

Documents measuring more than three screens in height must have the header hierarchy mirrored in an index at the top of the page with internal hyperlinks to the respective sections and subsections.

List of evidence

<https://agendamentos.mne.gov.pt/pt/privacyPolicy>

Notes:

Longer content has harmonics for aggregating content segments with internal links to the respective sections

### Política de Privacidade

#### Condições gerais

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Este compromisso é assumido na [Política de Privacidade do MNE](#) e é reforçado no [Código de Conduta Para a Proteção de Dados Pessoais](#) o qual rege a atividade de todos os trabalhadores, funcionários e dirigentes do MNE no que concerne os princípios de privacidade e segredo profissional.

#### Utilização de cookies

Este sítio Web recorre a cookies e outros mecanismos de armazenamento de dados local (armazenamento local de sessão ou persistente) para proporcionar uma melhor e mais personalizada experiência de utilização aos seus visitantes.

O que são cookies?



O que são os outros mecanismos de armazenamento local?



Qual o motivo de usar cookies e outros mecanismos?



Que tipos de cookies e outros mecanismos de armazenamento local usamos?



Como pode gerir as suas opções de utilização destes mecanismos?



#### Proteção de Dados

Embora seja possível navegar neste sítio Web sem fornecer quaisquer informações pessoais, há casos em que é indispensável que nos comuniquemos determinados dados pessoais para podermos prestar os serviços solicitados. As páginas ou formulários que requerem este tipo de dados tratam-

## 4 - INFORMATION STRUCTURE

Y	N	NA
x		

### 4.2 The website layout is adaptable to mobile platforms without the need for horizontal scanning

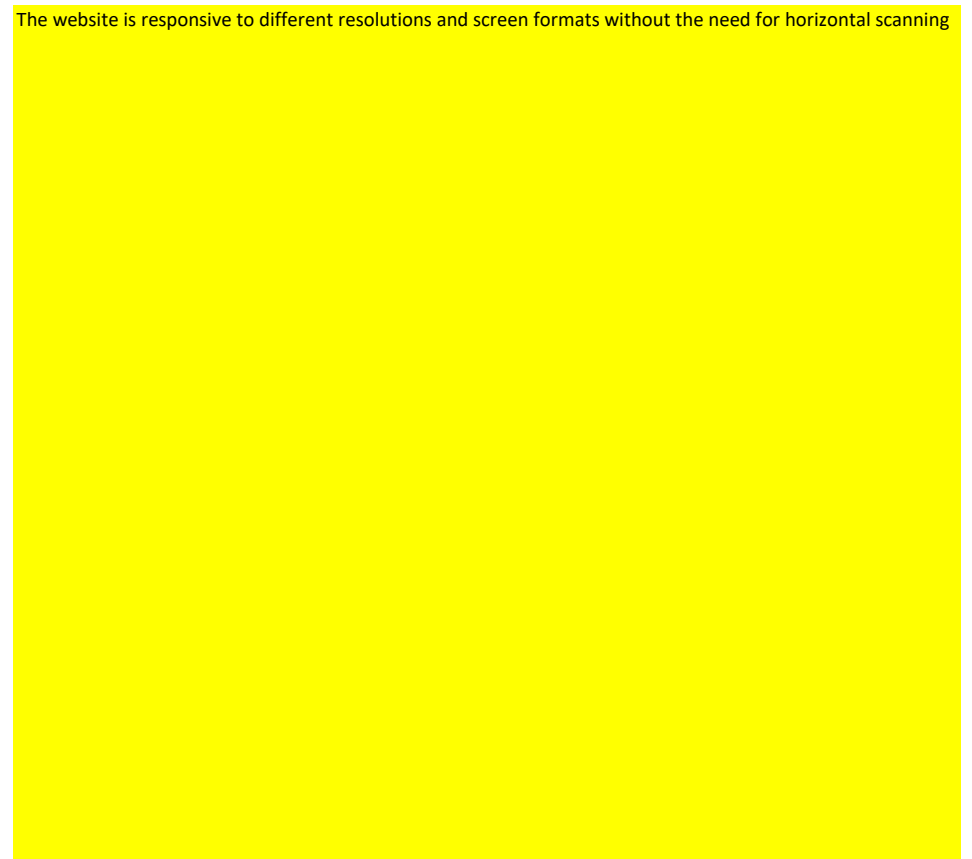
The website layout must be adaptable to the most common display sizes, adapting to various screen widths without horizontal scanning bars appearing.

List of evidence

<https://agendamentos.mne.gov.pt>

Notes:

The website is responsive to different resolutions and screen formats without the need for horizontal scanning



5 - INTERACTIVE ELEMENTS

Y	N	NA
x		

5.1 There are no interactive elements activated only by hovering the mouse

There should be no interaction elements, such as hyperlinks or buttons, which only appear when hovered over with a pointing device. This interaction method is not available on devices with touch interaction.

List of evidence

Notes:

The website does not have interactive elements just by hovering the mouse.



## 5 - INTERACTIVE ELEMENTS

Y	N	NA
x		

5.2 Interactive elements have a minimum size of 44px CSS (44 points) (vertical and horizontal)

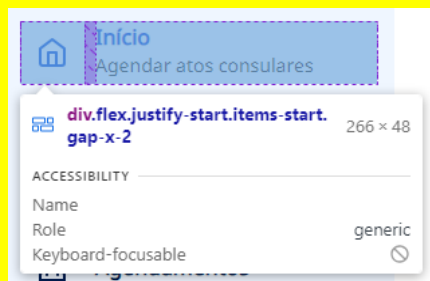
In order to ensure that all interactive elements are easily accessible by any type of pointing device or touch, they must have a minimum size of 44px CSS in height and width.

List of evidence

<https://agendamentos.mne.gov.pt>

Notes:

Hyperlink buttons with a minimum size greater than 44px



5 - INTERACTIVE ELEMENTS

Y	N	NA
x		

5.3 There is only one main action button per page and it is highlighted

There must only be one main action button per page and it must be presented in a contrasting color. All other buttons should be considered secondary.

List of evidence

<https://agendamentos.mne.gov.pt/sugestoes-elogios-ou-reclamacoes>

Notes:

There is only one main action button on the same page

### Sugestões, Elogios ou Reclamações

Todos os campos são de preenchimento obrigatório.

Nome

E-mail


Assunto

Mensagem

0/246

This reCAPTCHA is for testing purposes only. Please report to the site owner if you are seeing this.

☐ Não sou um robô



reCAPTCHA

Privacidade - Termos de Utilização

Ao enviar este formulário, declaro que li e compreendi a [Declaração de Privacidade](#) e dou o meu consentimento para o tratamento dos meus dados pessoais para os fins expressos.

Submeter

## 5 - INTERACTIVE ELEMENTS

Y	N	NA
x		

### 5.4 Interactive graphic elements must appear to be clickable

Clickable graphic elements must be perceivable as such, through shape, color or apparent volume.

List of evidence

<https://agendamentos.mne.gov.pt>

Notes:

Clickable graphic elements are visible in appearance by color or hyperlink

