"10 functional aspects" 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 - NAVIGATION MENUS
X			1.1 The navigation menu should be structured as a list of options
X			1.2 It is possible to select menu options and sub-options using either the mouse or keyboard
X			1.3 Link images, if present in the menu, must have the corresponding alternative equivalent in text
			2 - TITLES AND SUBTITLES
X			2.1 There is a heading <h1> marked on the page
X			2.2 There is a hierarchical marking of titles and subtitles on the page (<h1>...<h6>)
			3 - DATA TABLE
		X	3.1 The cells that make up the table headers are marked with the <th> element
		X	3.2 The table caption is marked with the <caption> element
			4 - INFORMATION STRUCTURE
X			4.1 When you click the mouse on the label, the cursor appears in the respective editing field
X			4.2 It is possible to identify mandatory fields when using only a screen reader
X			4.3 You can find and read error messages using just a screen reader
			5 - GRAPHICS AND LINK IMAGES
X			5.1 The image or graphic has an alternative equivalent in short, correct text
		X	5.2 The graph is accompanied by a long description
X			5.3 Link images have a correct alternative equivalent
			6 - CONTRAST
X			6.1 In the body of a document, the contrast ratio between the normal text color (less than 18 points or less than 14 points bold) and the background color is greater than 4.5:1
X			6.2 The contrast ratio between the large text color (greater than or equal to 18 points or greater than or equal to 14 points bold) and the background color is greater than 3:1
			7 - PLAYERS
		X	7.1 It must be possible to activate the reader's control buttons either with the mouse or the keyboard
		X	7.2 The video or audio must preferably contain synchronized closed captions. If this is not possible, at the very least, a textual transcription must be made available
			8 - PAGE STRUCTURE
X			8.1 When removing CSS, all HTML elements must align to the left
X			8.2 When you remove the CSS, the information appears in a logical order
X			8.3 When removing CSS, it must be possible to recognize the semantics of the different elements
X			8.4 When CSS is removed, the relevant information remains visible
X			8.5 The page layout is done without using the <table> element
			9 - HTML SYNTAX
X			9.1 The page appears without (x)HTML errors
			10 - PDF FILES
X			10.1 In PDF files, it is possible, at least, to extract the textual content into TXT format

Conformity:	19/19
Tests not applicable:	5
Test list:	24
	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 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 10.1 - 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, below the indication "List of evidence", you must place the images and make notes that lead you to consider that this requirement passes (Yes), to justify why this requirement does not pass (No) or why the requirement is not applicable (NA) to the website under analysis.

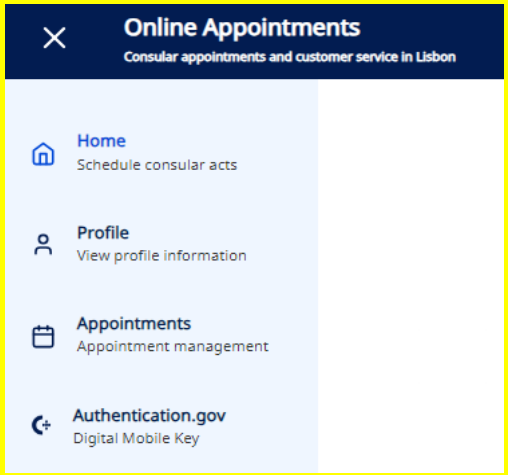
1 - NAVIGATION MENUS

Y	N	NA
x		

1.1 The navigation menu must be structured as a list of options

In order to be well interpreted by support technologies, menus and submenus must be structured with native elements, of type <ul>, or with the semantics and state of the elements identified with ARIA techniques.

List of evidence: https://agendamentos.mne.gov.pt/en



Notes:

The navigation menu is structured with the list of available options

1 - NAVIGATION MENUS

Y	N	NA
x		

1.2 It is possible to select menu options and sub-options using either the mouse or keyboard

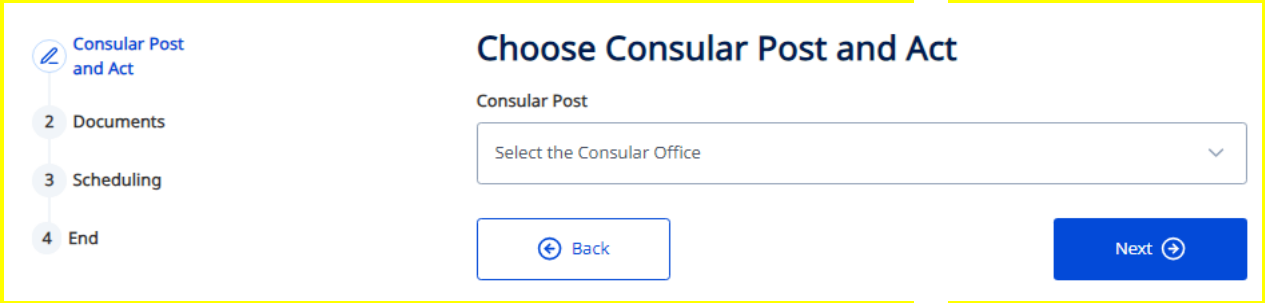
It must be possible to scroll through the navigation structure with either a pointing device or the keyboard.

List of evidence

https://agendamentos.mne.gov.pt/en/schedule/form

Notes:

It is possible to scroll through the various menu options using the mouse or keyboard



1 - NAVIGATION MENUS

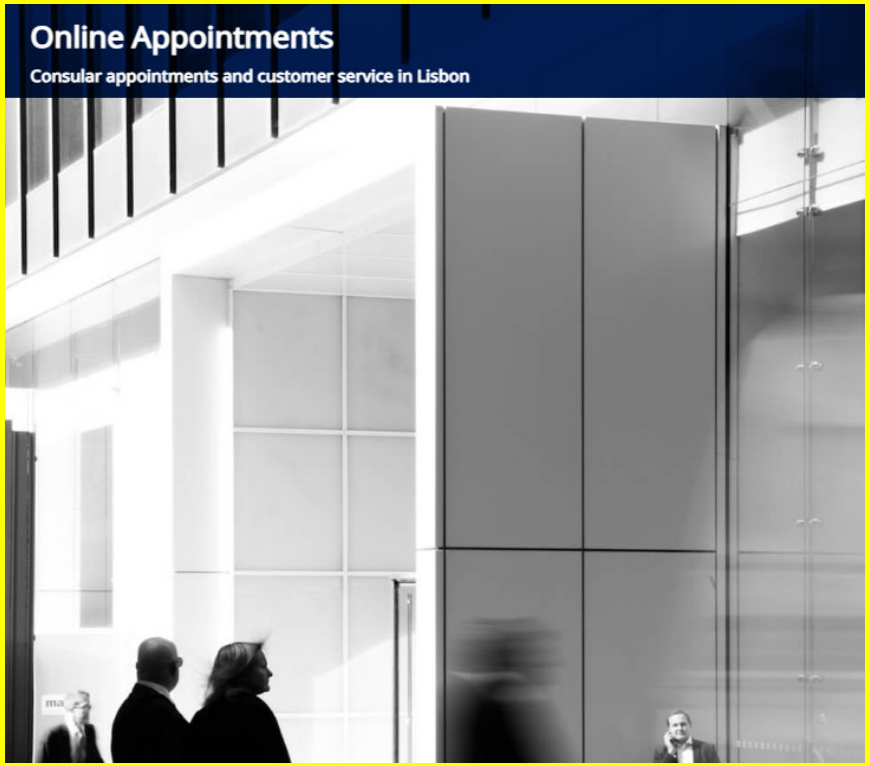
Y	N	NA
x		

1.3 Link images, if present in the menu, must have the corresponding alternative equivalent in text

Correctly captioned images can be interpreted as text, making all navigation options accessible.

List of evidence

https://agendamentos.mne.gov.pt/en/login



Notes:

Image-link with description in "Alternative"

2 - TITLES AND SUBTITLES

Y	N	NA
x		

2.1 There is a title <h1> marked on the page

The main title of each page, which summarizes its content, must be identified as the first level of titles (h1). No more than one <h1> should be used per page.

List of evidence: https://agendamentos.mne.gov.pt/en/login

Notes:

Page title marked as <h1>

2 - TITLES AND SUBTITLES

Y	N	NA
x		

2.2 There is a hierarchical marking of titles and subtitles on the page (<h1>...<h6>)

Titles are used in a hierarchical manner to better structure the content, from the most general to the most particular information. They must be used consistently throughout the website.

List of evidence

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

Notes:

There is a site title hierarchy <h1>; page title <h1> and article titles <h2>

3 - DATA TABLE

Y	N	NA
		x

3.1 The cells that make up the table headers are marked with the <th> element

Identifying the headers of a table helps to better identify the axes that characterize the information in each cell.

List of evidence

Notes:

there are no tables

3 - DATA TABLE

Y	N	NA
		x

3.2 The table caption is marked with the <caption> element

All tables must contain a caption describing their content, including the sources of information, if necessary.

List of evidence

Notes:

there are no tables

4 - INFORMATION STRUCTURE

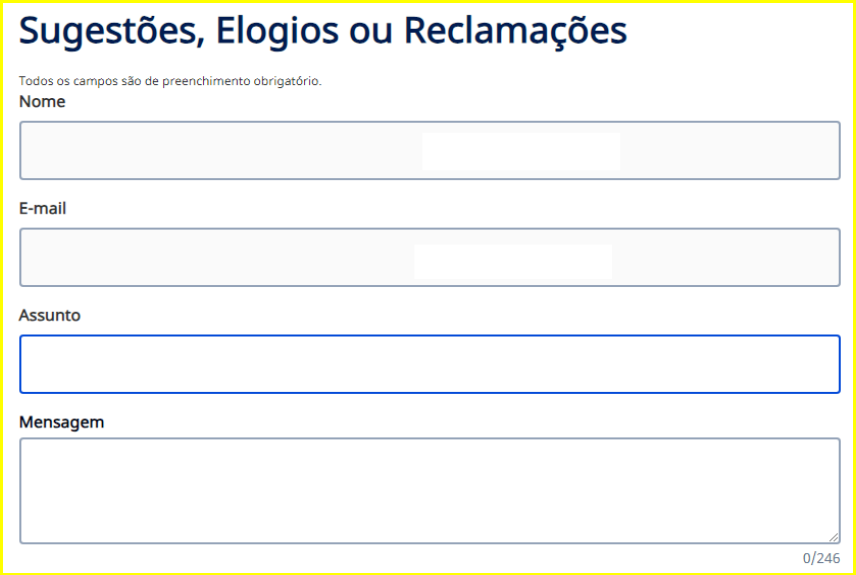
Y	N	NA
x		

4.1 When clicking the mouse on the label, the cursor appears in the respective editing field

In order to make the selection of small fields easier, the caption must be associated with the respective field with the <label> element, as this increases its clickable area. For screen reader users (blind people), associating the label with the editing field is also essential.

List of evidence

https://agendamentos.mne.gov.pt/pt/suggestions



Notes:

The form field caption is associated with the respective field

4 - INFORMATION STRUCTURE

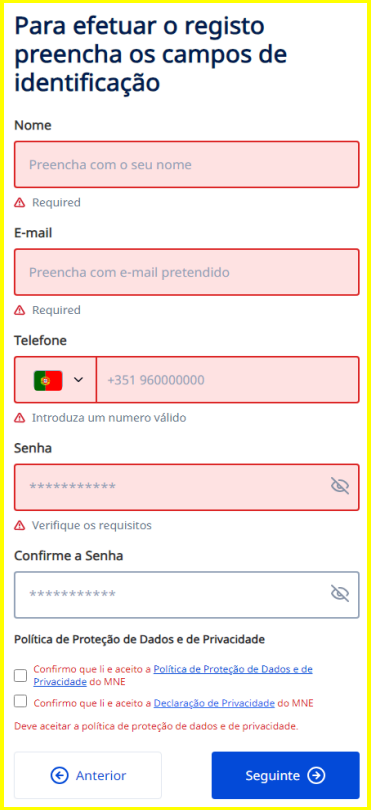
Y	N	NA
x		

4.2 It is possible to identify mandatory fields when using only a screen reader

Mandatory fields should preferably be grouped at the beginning of a form and clearly identified as such. If this is not possible, each field must be identified textually as either Mandatory or Optional. Only symbols or colors should not be used as an identifying element.

List of evidence

https://agendamentos.mne.gov.pt/pt/register



Notes:

The mandatory form fields are identified

4 - INFORMATION STRUCTURE

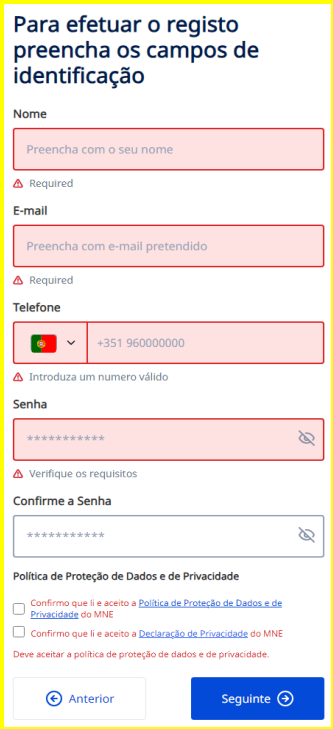
Y	N	NA
x		

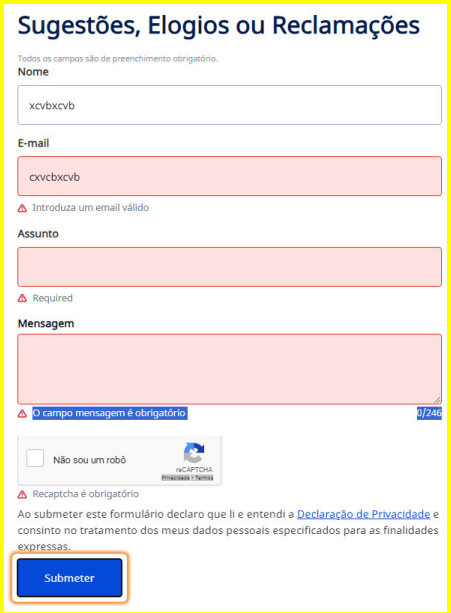
4.3 It is possible to locate and read error messages using only a screen reader

Errors identified when filling out a form should preferably be listed in a condensed form, directing each element in the list to the respective field. Each field must associate the error message with itself. Error messages should be brief and clear.

List of evidence

https://agendamentos.mne.gov.pt/pt/register





Notes:

Filling errors or failures to fill in form fields are visually marked on the form in each field with an error.
Each error is read individually using a screen reader

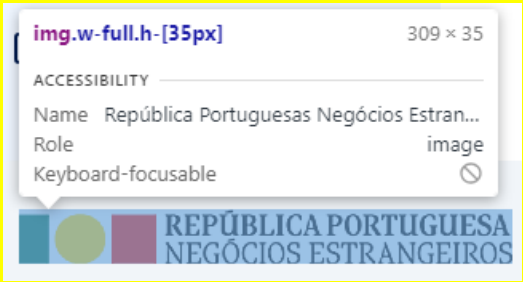
5 - GRAPHICS AND LINK IMAGES

Y	N	NA
x		

5.1 The image or graphic has an alternative equivalent in short, correct text

Non-decorative images must have a brief description associated with them, namely through the use of the <ALT> attribute. This caption must faithfully describe the purpose of the image in the context in which it is found.

List of evidence: All pages



Notes:

Image with associated description and also used as <ALT>

5 - GRAPHICS AND LINK IMAGES

Y	N	NA
		x

5.2 The graph is accompanied by a long description

Graphs resulting from data analysis must be accompanied by the data table that gave rise to them, in order to preserve access to complete information.

List of evidence

Notes:

The website does not use data presentation graphics

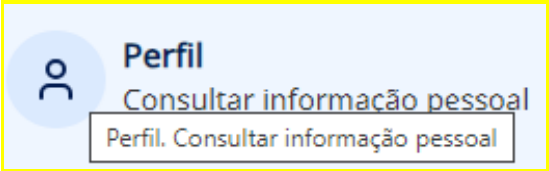
5 - GRAPHICS AND LINK IMAGES

Y	N	NA
x		

5.3 Link images have a correct alternative equivalent

Hyperlinks composed only of an image require that it have an alternative equivalent in text that faithfully represents the destination of the hyperlink.

List of evidence: All pages



Notes:

Image links have alternative description

6 - CONTRAST

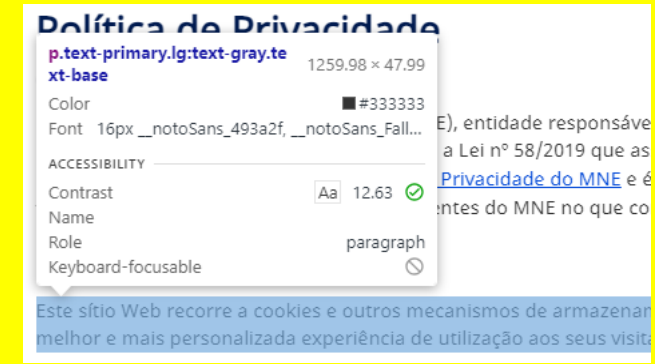
Y	N	NA
x		

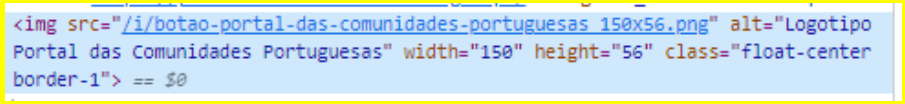
6.1 In the body of a document, the contrast ratio between the color of the normal text (less than 18 points or less than 14 points bold) and the background color is greater

It must be ensured in the body of the document that the contrast ratio between the text color and the background color is at least 4.5:1, in order to ensure its readability for users with vision impairments.

List of evidence

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





Notes:

Normal text contrast ratio is greater than 4.5:1. It's 12.63:1

6 - CONTRAST

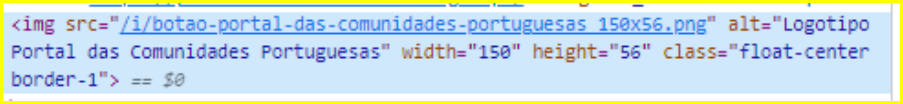
Y	N	NA
x		

6.2 The contrast ratio between the color of the large text (greater than or equal to 18 points or greater than or equal to 14 points bold) and the background color is greater

Texts larger than 18 points, or texts larger than 14 points but bold, must ensure a minimum contrast ratio of 3:1 between the text color and the background color.

List of evidence

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



Notes:

Contrast ratio of large text is greater than 3:1

7 - PLAYERS

Y	N	NA
		x

7.1 It must be possible to activate the reader's control buttons either with the mouse or the keyboard

Media players must not automatically start playing elements and must be operable using only a mouse or using only a keyboard.

List of evidence

Notes:

There are no video players

7 - PLAYERS

Y	N	NA
		x

7.2 The video or audio must preferably contain synchronized closed captions. If this is not possible, at the very least, a textual transcription must be made available

The use of closed subtitles is essentially intended for deaf people. For the production of said subtitles, translation techniques known for this purpose are recommended, as well as the enrichment of sound subtitles whose message is not visually perceptible (e.g., the ringing a door bell).

List of evidence

Notes:

There are no video players

8 - PAGE STRUCTURE

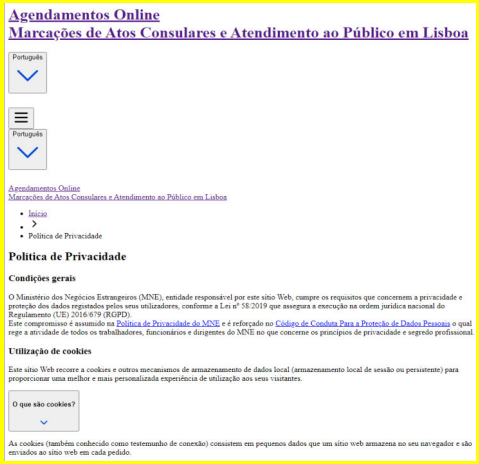
Y	N	NA
x		

8.1 When removing CSS, all HTML elements must align to the left

When all visual styles are deactivated, the page content is displayed aligned to the left and is presented in a linear fashion.

List of evidence

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



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Política de Privacidade

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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.

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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.

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Notes:

When removing CSS the content is aligned to the left

8 - PAGE STRUCTURE

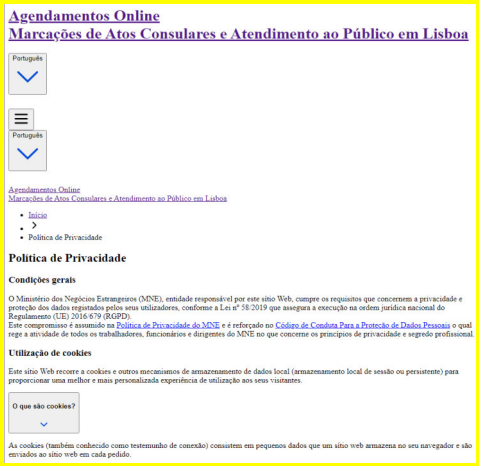
Y	N	NA
x		

8.2 When CSS is removed, the information appears in a logical order

Bearing in mind that the positioning of elements in the code may not reflect the visual reading order, the correct order of the content must be ensured when visual styles are deactivated.

List of evidence

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



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Notes:

When removing CSS the content is ordered in the same way as the visual order

8 - PAGE STRUCTURE

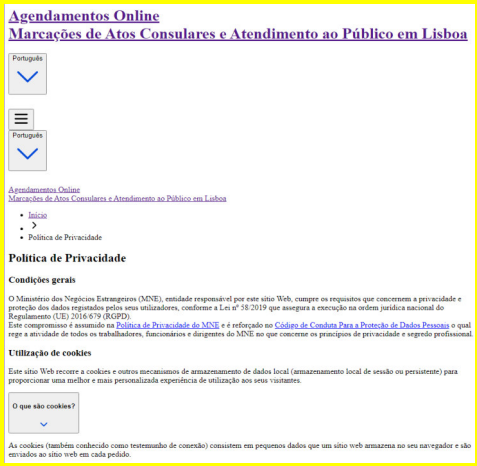
Y	N	NA
x		

8.3 When removing CSS, it must be possible to recognize the semantics of the different elements

The elements that structure the content must be semantically well structured, using the appropriate HTML elements for each type of content, such as titles, paragraphs, lists,…

List of evidence

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



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Notes:

By removing CSS, the content maintains the structure and semantics of the elements

8 - PAGE STRUCTURE

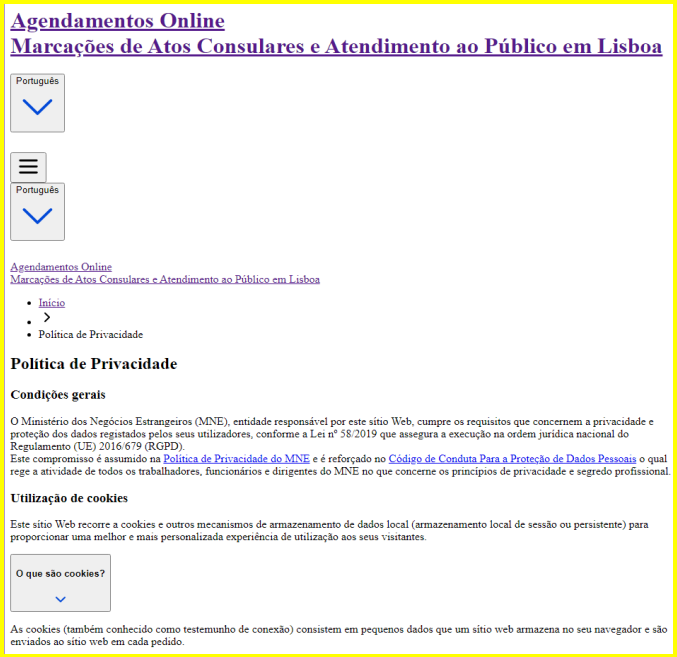
Y	N	NA
x		

8.4 When CSS is removed, the relevant information remains visible

All visible information must remain on the page in textual form when visual styles are deactivated.

List of evidence

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



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Notes:

By removing CSS the relevant content remains visible

8 - PAGE STRUCTURE

Y	N	NA
x		

8.5 The page layout is done without using the <table> element

The graphic composition structure of the page is not made using table elements but rather a greater diversity of semantic (e.g., <main>) and generic (e.g.,) elements, which allow visual recomposition for different screen types and dimensions.

List of evidence

Notes:

The graphic structure of the pages does not use table elements, using <main> and elements

9 - HTML SYNTAX

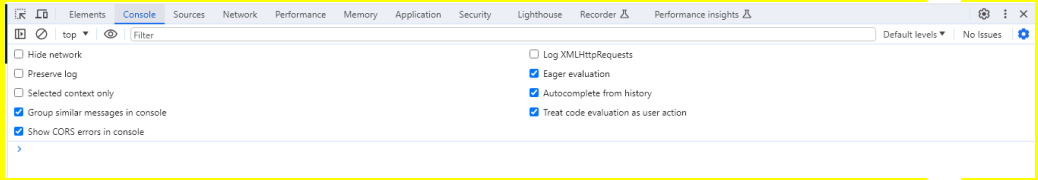
Y	N	NA
x		

9.1 The page appears without (x)HTML errors

The page must not contain (x)HTML syntax errors.

List of evidence

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



Notes:

When observing the console and the AccessMonitor validator, no (x) HTML errors were identified

10 - PDF FILES

Y	N	NA
x		

10.1 In PDF files, it is possible, at least, to extract the textual content into TXT format

PDF files must have their text fully extractable so that the respective content can be passed to a word processor without loss of information.

List of evidence

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

Notes:

PDF file content with possibility of extraction to word processor

Classificação de Acessibilidade no sítio web

Agendamentos Online

Data da avaliação > 16/11/23

Idioma	Endereço da página	Pontuação	Quantidade de práticas encontradas - Access Monitor								
			A			AA			AAA		
			Aceitáveis	Manual	N Aceitáveis	Aceitáveis	Manual	N Aceitáveis	Aceitáveis	Manual	N Aceitáveis
PT	https://agendamentos.mne.pt/pt/login	9,4	12	2	2	7	0	0	0	3	0
PT	https://agendamentos.mne.pt/pt/schedule	9,5	12	1	2	8	0	0	0	3	0
PT	https://agendamentos.mne.pt/pt/schedule/form	9,2	13	1	2	8	0	1	0	3	0
PT	https://agendamentos.mne.pt/pt/schedule/form?post=gap	9,1	13	1	2	8	0	2	0	3	0
PT	https://agendamentos.mne.pt/pt/dashboard/profile	9,4	14	1	2	9	0	1	0	3	0
PT	https://agendamentos.mne.pt/pt/dashboard/profile/cancel-account	9,5	14	1	2	9	0	0	0	3	0