

# Checklist: Evaluating Existing Videos for Audio Descriptions

Federal Title II regulations require pre-recorded videos to be audio descriptive to ensure they are fully accessible to blind and low-vision individuals. Use this checklist to evaluate existing videos for audio descriptions.

Check off each item. If all items are checked, audio description is not required.

## 1. Listening Test

- I played the video without looking at the screen.
- I could follow everything using the audio alone.

If you **cannot** check both → You need to add the missing narration or AD.

## 2. Everything Important Is Spoken Aloud

- All steps or actions are spoken (“Select the Financial Aid tab”).
- Important on-screen text is spoken (headings, labels, success/error messages).
- Results or changes are spoken (“A confirmation message appears”).
- Any visual information needed for understanding (charts, diagrams, data) is spoken.
- If more than one person appears, each speaker is identified.

If **any box is unchecked**, narration needs improvement, or AD is required.

## 3. Only Meaningful Visuals Matter

- Any visual that carries meaning is explained in narration.
- Any visual that is **decorative only** does NOT need to be described.

If a meaningful visual is silent → You need narration or AD.

## 4. No “Missing Information” Phrases

Check your script for clarity:

- I avoid saying “click here” or “as you can see.”
- I avoid pointing/gesturing without explanation.
- I replace these with clear, explicit instructions (e.g., “Select the Submit button.”)

If you check all → narration is likely accessible.

## 5. The Final Compliance Test

- A student who cannot see the screen could still complete the task or fully understand the content using the **audio alone**.

If all boxes are checked →  **Your video likely does NOT need audio descriptions.**

If not → Add missing details to narration or request an AD track from eLearning.