TESTING CRITERIA FOR SBA WEB PAGES AND APPLICATIONS

Item:	Due Date:	Overall Results:		
Test Number:	Test Date:			
Point of Contact:	Tester:			

CATEGORY	TEST CRITERIA	RESULTS		
Refer to:	SBA's Web Standards, Guidelines, Policies, Procedures	YES	NO	N/A
CONTENT				
CONTENT	Free of content that may require permissions or clearance, such as SBA forms, links to controversial sites, newly developed publications, etc.?			
CONTENT	Plain Language			
CONTENT	Free of typographical errors?			
CONTENT	Last modified dates" on all pages?			
CONTENT	Last modified dates reflect currency within last 90 days?			
CONTENT	Free of Copyright issues?			
CONTENT	Mail box for Web Content Custodian or point of contact on all pages?			
CONTENT	Does not duplicate existing SBA data? (Points to)			
CONTENT	Mission/Purpose Statement?			
CONTENT	What is/About Area?			
CONTENT	Text Only Version?			
CONTENT	U.S. Small Business Administration identifiable from all pages?			
CONTENT	SBA standard Headers/footers			
LOOK & FEEL				
LOOK & FEEL	Good Visual and Design Consistency?			
LOOK & FEEL	Good Graphics Quality?			
LOOK & FEEL	Standard font size?			
LOOK & FEEL	Standard Font Face: Arial, Sans Serif or Universal?			
CODING STANDARDS				
CODING STANDARDS	Standard html code?			
CODING STANDARDS	Standard use of blue color for linked text and red for previously visited links?			
CODING STANDARDS	Use of ALT=?			
CODING STANDARDS	Includes complete descriptive TITLE TAG?			
CODING STANDARDS	Includes META TAGS?			
CODING STANDARDS	Are filenames short, descriptive of content, without spaces and lowercase?			
COMPATIBILITY				
COMPATIBILITY	Tested in Common Browsers? (I.e., MSIE and Netscape 4.x minimum)			
COMPATIBILITY	Easily movable from Unix to NT and vice versa?			
COMPATIBILITY	Compatible with MacIntosh?			
LINKS				
LINKS	Includes title and URL?			
LINKS	Includes "ALT="?			
LINKS	Free of bad links or coding errors?			
LINKS	Bye-bye message?			
LINKS	Agency standard disclaimer?			
LINKS	Commercial Sites fully tested?			
LINKS	All links are from "Outside Resources" lists?			
LINKS	Links follow Agency policy?			
LINKS	Are internal links "relative" and not "absolute"?			
LINKS	SEARCH ENGINE: Is site content included in the SBA site search engine?			
NAVIGATION				
NAVIGATION	Are navigational buttons or links on all pages?			
NAVIGATION	Link from all pages to the Main application page?			
NAVIGATION	Link to the Main SBA Home Page?			
NAVIGATION	If pop-up menu's are used, are they properly ensuring EXITs?			
NAVIGATION	Is navigation logical and accurate?			
NAVIGATION	HREF NAME links (internal document links) offer navigation back to the top of the document?			
NAVIGATION	Less than 30 second load time for all pages?			

NAVIGATION	Are documents over 500K logically divided into smaller linked files?			
NAVIGATION	Do large documents have a linked table of contents?			
NAVIGATION	Tab key moves from field to field in input screens?			
NAVIGATION	Cross-referencing opportunities on other SBA web pages			

SBA POLICY & FEDERAL MANDATES

POLICY	Corporate Branding - New SBA logos, no use of SBA Seal, presence of SBA Name,etc.?			
POLICY	Government Information Locator Service (GILS) requirements met?			
POLICY	FOIA and E-FOIA issues and additions needed for FOIA library			
POLICY	Follows all links policy and procedures?			
POLICY	Privacy Issues addressed and no required modifications to the SBA Privacy statement?			
POLICY	No duplication of SBA data that is currently housed on the public site?			
POLICY	Fully 508 Compliant?			
POLICY	Does the application use plug-ins?			

SECURITY

SECURITY	CGI and Java scripts are examined, which can present serious security breaches and holes for hackers to enter the SBA corporate environment.			
SECURITY	Privacy Issues and required modifications to the SBA Privacy statement.			
SECURITY	Test User I.D.s and passwords for agency standards			
SECURITY	Login Screens: Can log-in screen be by-passed?			
SECURITY	Login Screens: Do system generated passwords allow number 1's or 0's or alpha lowercase L's or O's?			
SECURITY	Login Screens: Do passwords adhere to agency policy?			
SECURITY	Can directory structures be revealed?			
SECURITY	Firewall tested and passed?			
SECURITY	Plug-ins: If plug-ins used, are they non-proprietary?			
SECURITY	Plug-ins: If non-standard Plug-ins used, has a waiver been obtained?			
SECURITY	Plug-ins: Meet file size standards?			
SECURITY	Plug-ins: Is file size indicated prior to download?			
SECURITY	Cookies: If cookies, are they session only?			
SECURITY	Cookies: If permanent cookies, was a standards waiver obtained?			
SECURITY	Cookies: If cookies are approved, has cookie profile been documented? (see below)			
SECURITY	If Cookies, are they secure and follow SBA policy? (see below)			
SECURITY	Cookies: Name of cookie documented with associated cookie ingredients (below)?			
SECURITY	Cookies: Why cookie is critical to the application?			
SECURITY	Cookies: Reasons why alternatives are not viable?			
SECURITY	Cookies: Cookie Profile Complete? (see below)			
SECURITY	Cookie Profile Item: Secure option enabled?			
SECURITY	Cookie Profile Item: Session ID or authorization information?			
SECURITY	Cookie Profile Item: Time and date cookie was issued included?			
SECURITY	Cookies: IP address of the browser the Cookie was issue to?			
SECURITY	Cookies: A Message Authenticity Check (MAC) code? (pending)			
SECURITY	If login requirements, does the application do a referrer to check to ensure that the URL of the calling page is from an xxx.sba.gov web page?			
SECURITY	Encryption Requirements met?			

ACCESSIBILITY

ACCESSIBILITY	Section 508 Accessible? Text version, alternative text for all graphics, colors viewable by color blind people, multi-platform access, i.e., Macintosh, low-end workstations, etc.			
ACCESSIBILITY	Does page pass with graphics off?			
ACCESSIBILITY	Internal SBA from remote locations?			
ACCESSIBILITY	Non-dependent on plug-ins, downloads, etc.?			
ACCESSIBILITY	Are keyboard equivalents available for all mouse actions, buttons, scroll windows, text entry fields, & pop-up windows?			
ACCESSIBILITY	Are there clear & precise instructions for use of all keyboard functions as part of HELP screens or user documentation?			
ACCESSIBILITY	Is there logical tabbing order among fields, text boxes and focal points?			

ACCESSIBILITY	Is there a well-defined focal point that moves with keyboard navigation? (e.g., can you use the arrow keys to navigate through al list followed by pressing the ENTER key or space bar to select the desired item)?			
ACCESSIBILITY	Are shortcut keys provided for all pull-down menus?			
ACCESSIBILITY	Does the software support existing accessibility features built into the operating system (e.g., sticky keys, slow keys, repeat keys, in Apple MAC OS or MS Windows)?			
ACCESSIBILITY	If times responses are present, does the software allow the user to modify the timing parameters of any required times responses?			
ACCESSIBILITY	Are all descriptions or labels for fields positioned immediately to the left or directly above the control, and do they end in a colon, so that it is easy for screed reading software to associate the labels with the corresponding fields?			
ACCESSIBILITY	Does every window, object and control have a clearly named label?			
ACCESSIBILITY	Does the software application use standard controls rather than owner-drawn or custom controls?			
ACCESSIBILITY	Does the software have a user selectable option to display text on icons, I.e., text only icons or bubble help?			
ACCESSIBILITY	Is the use of icons consistent throughout the applications?			
ACCESSIBILITY	Are menus with text equivalents provided for all icon functions or icon selections on menu, tool and format bars?			
ACCESSIBILITY	If there are audio alerts, are visual cues also provided? NOTE: Most Operating Systems handle this issue in the client/server environment; the question is most relevant for customers using dumb terminals			
ACCESSIBILITY	Does the software support the "show sounds" feature where it is built into the operating system?			
ACCESSIBILITY	If information is provided in an audio format, is it also capable of being displayed by the user in a visual format?			
ACCESSIBILITY	Is the software application free of patterned backgrounds used behind text or important graphics?			
ACCESSIBILITY	Can a user override default fonts for printing and text displays?			
ACCESSIBILITY	Can a user adjust or disable flashing, rotating, or moving displays?			
ACCESSIBILITY	Does the software ensure that color-coding is never used as the only means of conveying information or indicating an action?			
ACCESSIBILITY	Does the application support user-defined color settings system-wide?			
ACCESSIBILITY	Is highlighting also viewable with inverted colors?			
ACCESSIBILITY	If the software applications draws its own screen elements, does it pick up the size settings that the user has selected in the Control Panel?			
ACCESSIBILITY	Are all manuals and documentation's provided in electronic format as well as ASCII text files, including text descriptions of any charts, graphs, pictures, or graphics of any nature?			
ACCESSIBILITY	Is special training provided for users with disabilities that will enable them to become familiar with the software and learn how to use it in conjunction with assistive technology provided as an accommodation?			
ACCESSIBILITY	Is Tabindex provided for the following form elements:<A HREF>, <AREA>, <BUTTON>, <INPUT>, <OBJECT>,< SELECT >, <TEXTAREA> ?			
ACCESSIBILITY	Does the page have an HTML version ?			
ACCESSIBILITY	Is the language attribute used in the <HTML> tag ?			
ACCESSIBILITY	Are redundant text links provided for each active region of a server-side image map?			
ACCESSIBILITY	Is a method provided that permits users to skip repetitive navigation links ?			
ACCESSIBILITY	Are equivalent alternatives for any multimedia presentation synchronized with the presentation ?			
ACCESSIBILITY	Is there a last updated/modified date on the page ?			
ACCESSIBILITY	If frames are used are they titled with text that facilitates frame identification and navigation ?			
ACCESSIBILITY	If a long list of options is required is the OPTGROUP tag used to organize groups of option tags ?			
ERRORS	Free of error messages.			