

Find barriers and verify improvements

A bounded test record with environment details, reproducible observations, prioritised actions and recorded retesting. Not a certificate or a statement of complete WCAG or BFSG conformity.

Working pack · Editable edition



Figure 1 · Cover illustration; supplementary illustration. Use the guide and completed cards for the full detail.

Start here · Find barriers and verify improvements

Open the files

Extract the complete ZIP into its own folder first. In the top-level folder, open `barrierefreiheit-guide-en.pdf` for the guide and `barrierefreiheit-workbook-en.pdf` for the separate workbook. The matching DOCX files are editable. `barrierefreiheit-full-en.pdf` also combines all cases, exercises, sources and licence information in one document. Further editable templates are in `editable/en/`; Markdown and CSV working files are in `package/en/`. The German edition is included too.

Edition 1.0 · 19 September 2026 · Germany/EU

For website owners and small product teams assessing one contact or purchase journey, reporting reproducible findings to providers and retesting specific changes.

What you will produce: A bounded test record with environment details, reproducible observations, prioritised actions and recorded retesting. Not a certificate or a statement of complete WCAG or BFGS conformity.

In three steps

- Read `GUIDE_EN.md` and choose one case.
- Copy `WORKBOOK_EN.md` or import `WORKBOOK_EN.csv` as UTF-8; read the field instructions before entering data.
- Have a second person assess the evidence and record decision, limits and next steps.

Included files

- `GUIDE_EN.md`: detailed method and card instructions.
- `WORKBOOK_EN.md` and `WORKBOOK_EN.csv`: 10 editable cards with stable IDs.
- `CASES_EN.md` and `CASES_EN.csv`: two fully completed fictional cases.
- `TEAM_EXERCISE_EN.md`: team assignment and worked solution.
- `SOURCES_EN.md`: primary sources with retrieval dates.
- `LICENSE_EN.md`: purchaser internal-use licence.
- `VERSION_HISTORY.md`: version history and updates.

This working pack supports a documented business decision. It does not replace advice on an individual case and does not certify legal compliance or conformity. The English edition has the same Germany/EU scope; it is not localised for other jurisdictions.

Guide and workbook for a bounded manual test journey

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Your task: try one journey yourself

Choose an important task, such as “prepare a contact request without a mouse and submit it in the test system”. Limit the first pass to named pages and states. Reviewing the first screen says nothing about errors, dialogs or confirmation. This pack helps expose those states and describe unresolved findings so another person can reproduce them.

Use a test system or an explicitly agreed test arrangement. Do not trigger a real order, payment or message without the operational owner’s authorisation. Use synthetic data, reserved example domains and a verifiable test confirmation. Where production offers no safe test mode, stop before the triggering action and record that state as not tested.

Test one user journey traceably



Figure 2 · Product-specific user journey: observe a keyboard trap, preserve evidence, change it and retest the same state.

Separate legal scope from technical depth

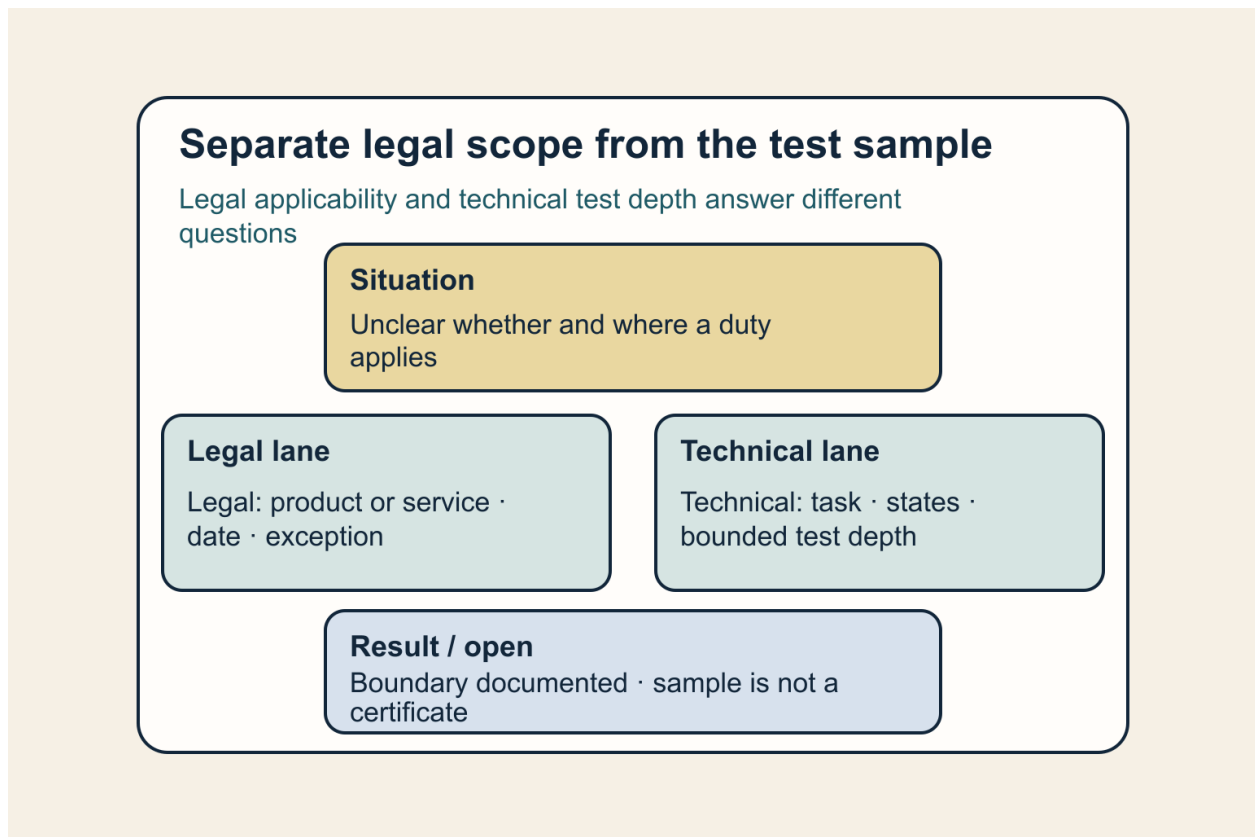


Figure 3 · Document legal applicability separately from the bounded technical sample.

The BFSG does not indiscriminately cover every website. First determine whether an included product or service is involved. Section 3 includes an exception for microenterprises providing services; do not apply that exception to products without checking. BFSG classification is a separate task from finding technical barriers. [S1, S2]

WCAG 2.2 is a technical reference. This pack examines selected aspects of a sample. It does not cover every success criterion, page, device, language or assistive-technology combination. It therefore does not establish legal conformity or complete an exhaustive audit. Obtain competent advice on the applicable legal assessment, standards and any exceptions where necessary. [S3]

Observe before evaluating

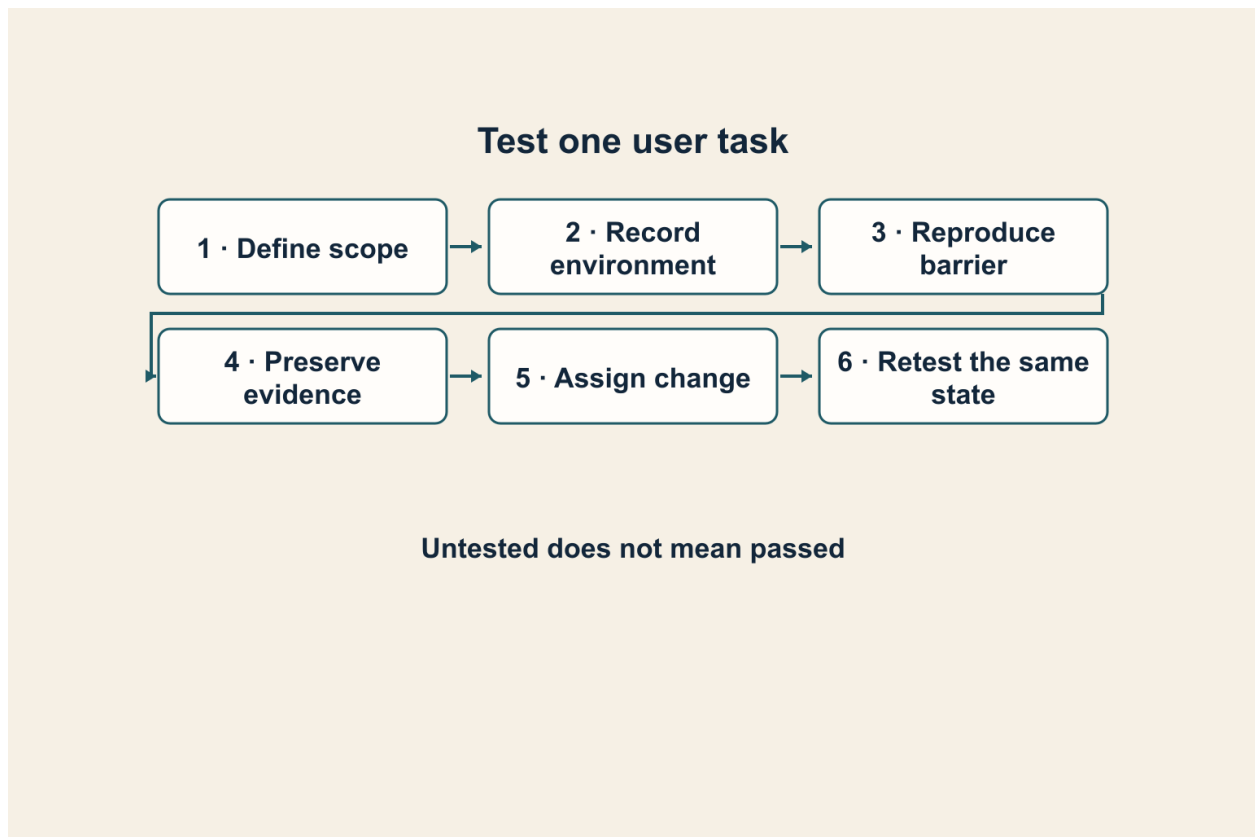


Figure 4 · Working sequence; supplementary illustration. Use the guide and completed cards for the full detail.

For each test record the intended action, actual response, reproduction steps and evidence. “Not accessible” is too vague. “After opening the shipping dialog, Tab moves only between two fields; Escape and the visible close button provide no keyboard-operable exit” is an investigable observation.

Assess the impact on the task: blocked, substantially impeded or a limited impairment. This internal prioritisation is not a legal severity scale. Record alternatives, limitations and who tested them. A telephone alternative does not automatically remove a digital barrier.

Select states and components deliberately

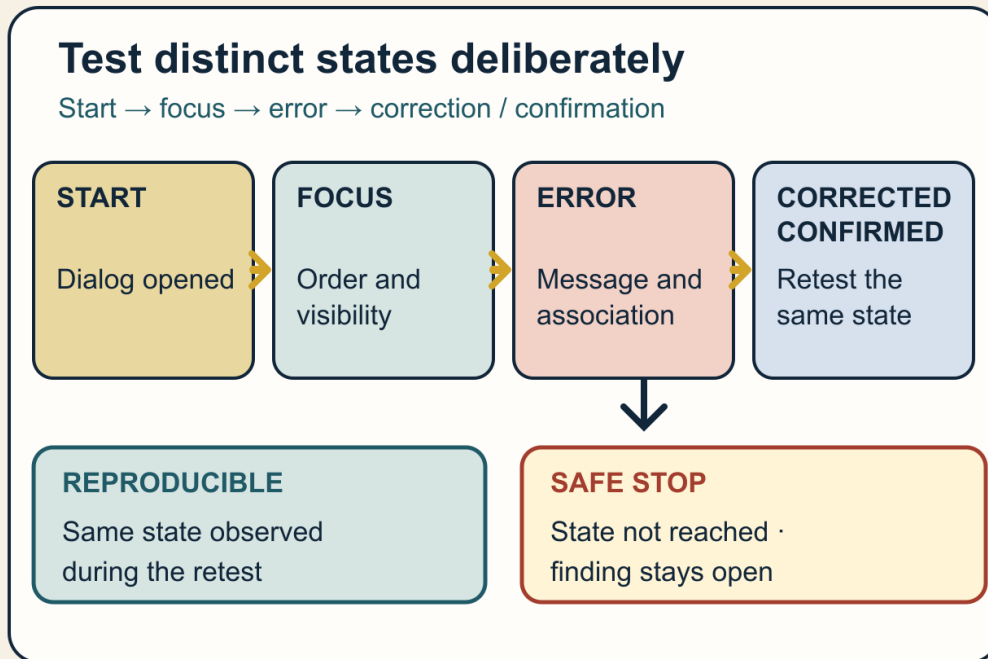


Figure 5 · Distinct states are observed separately; a state that cannot be reached triggers the safe stop.

Include initial view, open menu, form with empty required fields, invalid input, correction and confirmation. A shop adds basket, shipping choices and the controlled step before payment. A contact form can exclude those shop states with a reason. A third-party dialog remains part of the user task even when your team cannot change it directly.

Implementation belongs to the developer or provider. Supply observed behaviour and intended outcome rather than prescribing untested code snippets as universal fixes. After a change, retest the same state and check likely effects on adjacent controls.

Involve assistive technology meaningfully

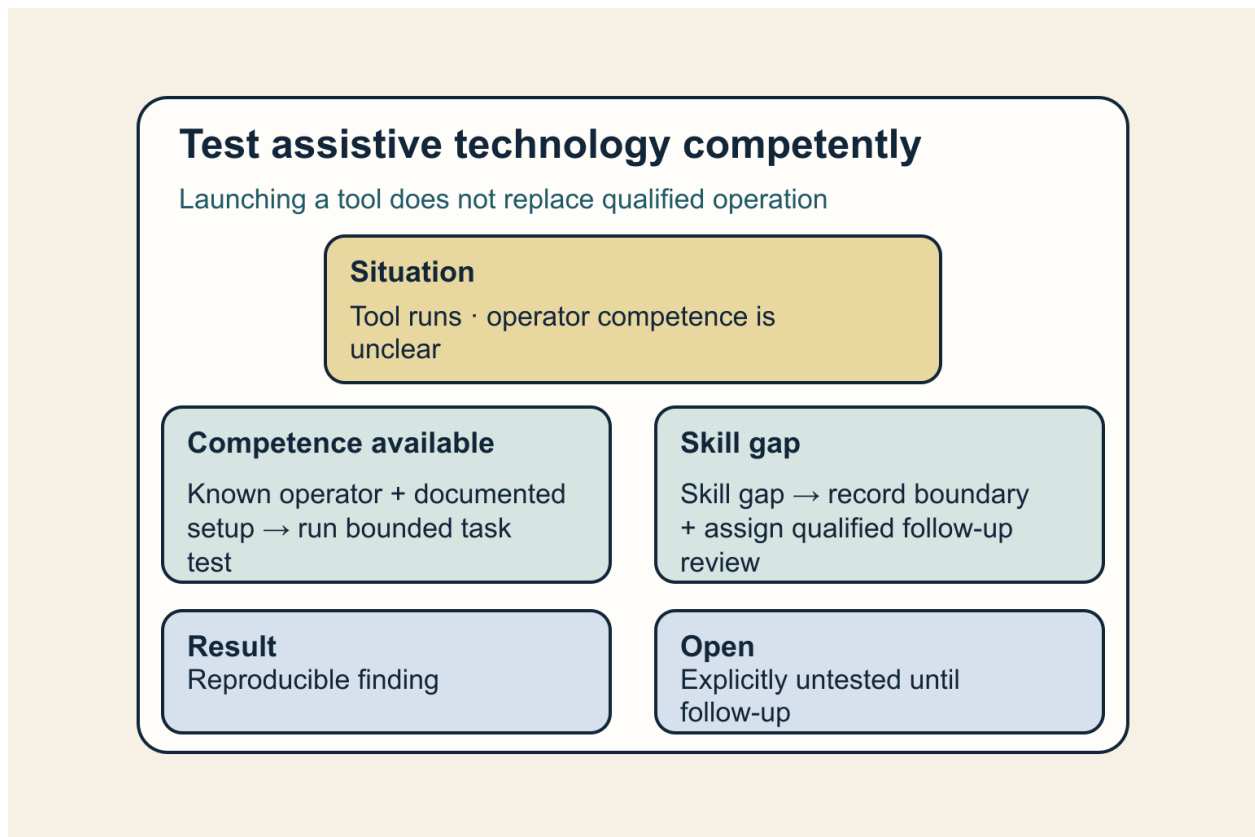


Figure 6 · Make operator competence and test boundaries visible; skill gaps require qualified follow-up.

Screen-reader testing requires operating knowledge. Record lack of experience as a limitation, not a pass. Involve experienced users or competent assessors where your team cannot draw reliable conclusions. Automated tools can suggest issues but do not replace the manual journey and assessment of the user task.