

Video accessibility review sheet

Document caption, audio and visual-information checks with time-specific findings.

WHEN	FOR	UPDATED
During export review	Accessibility and content reviewers	2026-10-08

01 Record a barrier and its actual repair

4 CHECKS

- ☐ Name the exact export and locate each observed barrier.
Use a timestamp or scene reference. Record what a viewer cannot hear, read or understand, not a vague accessibility score.
- ☐ Check spoken captions against the recording.
Review names, timing, speaker changes and meaningful non-speech sounds. A syntax check does not establish accuracy.
- ☐ Check picture-only information and readability.
Consider whether a spoken explanation or description is needed. Review contrast and text at the intended display size.
- ☐ Recheck the saved result after each correction.
Record the observed outcome and unresolved limitations. This worksheet is a review aid, not a compliance certificate.

02 Working table

4 OF 8 COLUMNS

Timestamp	Check area	Observed problem	Who may be affected

The Excel version has all 8: Timestamp, Check area, Observed problem, Who may be affected, Proposed correction, Reviewer, Resolved, Verification note. Fill its blank rows with observations from your project.

Next Review access to the meaning, not just the picture.

Check the captions and visual information in Studio's export. Correct missing context before publication.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-video-accessibility-review>

SCAN TO OPEN