

The 99% Captioning Compliance Checklist

Print and use this checklist to ensure that your captioning program is in compliance.

- Matches the spoken words in the dialogue in their original language to the fullest extent possible and include full lyrics when provided on the audio track.
- Contains all words in spoken order.
- Uses proper spelling, homophones, tense, punctuation, capitalization, and the proper representation of numbers.
- Does not rewrite or paraphrase dialogue.
- Does not use synonyms to replace actual dialogue.
- Represents speaker tone of voice where necessary to understand the dialogue.
- Uses slang and grammatical errors as part of the dialogue where necessary to properly represent the dialog.
- Indicates utterances and false starts where necessary to accurately mirror the hearing-person's experience.
- Includes nonverbal information that is not observable, such as who is speaking, multiple speakers, music sound tags, sound effects, audience reaction, and background noise.
- Coincides with the corresponding dialogue as closely as possible. Paces and synchronizes at a speed that is legible by the viewer
- Occurs from beginning to end of the program without interruption, to the fullest extent possible. (This is required for "fully accessible" status.)
- Re-editing of content requires re-editing of captions.
- Has a font size appropriate for legibility.
- Placement and size provides for easy readability for both the caption content and screen content.