

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	2026-10-05

01 Use the working sheet

3 CHECKS

- ☐ Start with a copy of this sheet.
The editable workbook includes instructions, clearly labelled MOCK examples and blank rows for your actual work.
- ☐ Record the source timestamp or recording identifier before writing the decision.
An exact reference lets another reviewer find the same moment rather than guessing which cut you mean.
- ☐ Keep the verification note with the decision.
Close the item only after checking the exported version, not just the edit instructions.

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. Its rows marked MOCK only show the format.

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](https://studio2.itskaivalya.com/signup?src=resource-video-accessibility-review)

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-video-accessibility-review>

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