

## Captioning Compliance Checklist

In order for closed captions to be considered 99% accurate, captioning must:

- 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.*