

Accessible Forms – Quick Checklist

Catch common accessibility issues fast and reduce WCAG 2.2 AA risk before release

STRUCTURE & LABELS

☐ **Visible, descriptive labels**
Every form field needs a clear label

☐ **Logical grouping**
Related fields grouped together

☐ **Always visible labels**
Not placeholder-only

☐ **Clear field order**
Follows logical flow

REQUIRED FIELDS & INSTRUCTIONS

☐ **Text indicators**
Required fields clearly marked with text

☐ **No color-only cues**
Don't rely on color, icons, or position alone

☐ **Early instructions**
Guidance provided before submission

☐ **Nearby help text**
Easy to understand, placed near field

KEYBOARD ACCESS & FOCUS

☐ **All fields reachable via keyboard**

☐ **Focus always visible**

☐ **Focus order matches visual layout**

☐ **No focus traps**

ERRORS & VALIDATION

☐ **Clear error text**
Errors described in plain language

☐ **Screen reader alerts**
Errors announced to assistive tech

☐ **Solution-focused**
Explain what's wrong and how the user can fix it

☐ **Contextual placement**
Messages appear near relevant field

CONTROLS & INPUTS



Descriptive buttons

Clearly state action (e.g., "Submit application")



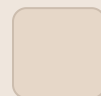
Compatible controls

Dropdowns, checkboxes, radios work with keyboard and screen readers



Large click targets

Easy to activate without precision



No precision required

No interactions need precise mouse movements

TIME, PROGRESS & FEEDBACK



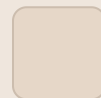
Warning before time limits expire



Progress indicators for multi-step forms



Review and correct before final submit



Clear submission confirmation

FINAL QUICK TEST

Keyboard-only completion

Form works without a mouse

Error identification

Issues can be fixed without guessing

Zoom compatibility

Works at 200% zoom without breaking

No sensory dependence

Usable without relying on color or sound

Form can be completed without time pressure



This checklist supports WCAG 2.2 AA best practices but does not replace formal accessibility testing or audits.