

# 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

### Always visible labels

Not placeholder-only

### Logical grouping

Related fields grouped together

### Clear field order

Follows logical flow

## REQUIRED FIELDS & INSTRUCTIONS

### Text indicators

Required fields clearly marked with text

### Early instructions

Guidance provided before submission

### No color-only cues

Don't rely on color, icons, or position alone

### Nearby help text

Easy to understand, placed near field

## KEYBOARD ACCESS & FOCUS

### All fields reachable via keyboard

### Focus order matches visual layout

### Focus always visible

### No focus traps

## ERRORS & VALIDATION

### Clear error text

Errors described in plain language

### Solution-focused

Explain what's wrong and how the user can fix it

### Screen reader alerts

Errors announced to assistive tech

### 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.*