

<b>Online Forms Checklist</b>	<b>Is this true of your form?</b>	
	Yes	No
<b>Purpose, Audience, Content</b>		
The form has a clearly defined purpose.		
The form has a clearly defined audience.		
There is a target readability level, based on characteristics of the intended audience.		
Content is reduced to the minimum possible to accomplish the form's purpose.		
<b>Linear Path</b>		
Form interaction is linear, with no diversions or loops.		
Fields are laid out vertically. <ul style="list-style-type: none"> <li>○ Exception: Fields that form a logical unit such as "city, state, zip code"</li> </ul>		
Labels appear just above or to the left of each field.		
Instructions appear exactly where they are needed, and are built into the linear reading path.		
All form content appears above the scroll line.		
There are no interior scrolling areas.		
NEXT and BACK buttons appear at the bottom.		
Users can navigate forward and backward without losing their data.		
The form layout includes space to show the results of user actions as part of a linear path throughout the form.		
The results of user actions appear without page contents moving or the page refreshing.		
Form pages include a progress indicator.		
The form does not include pop-ups or links to other pages. <ul style="list-style-type: none"> <li>○ Exception: Links to privacy policy or terms and conditions.</li> </ul>		
The form ends in a clear confirmation page that also helps users know what to do next.		
Information about "Why we ask for this:" appears in the linear reading path.		
<b>Readability</b>		
Instructions are <ul style="list-style-type: none"> <li>○ Brief</li> <li>○ Simple</li> <li>○ Use familiar words.</li> </ul>		
There is minimal introductory text.		
Field labels are one word (when possible).		
Text size is 14 pt. or larger.		
Text can be resized using the browser.		
There is high contrast between text and background.		
The form includes lots of white space.		

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Consent options are simple (i.e., there is no “legalese.”)		
There is a confirmation page for consent choices that lets users change their selection.		
<b>Error Prevention and Recovery</b>		
Field size reflects the expected input.		
Fields that need correction appear on their own page, with an error message.		
Error messages are written in simple language and provide clear directions for correct input.		
Email addresses are used for usernames.		
Password requirements are simple, with no maximum length.		
Field input is not case sensitive (where possible).		
Field input can be in multiple formats (where possible).		
Clickable targets are large.		
Radio buttons and associated text are both clickable.		
<b>Finding the Form</b>		
The host site is designed for minimal way-finding.		
Site navigation is simple and includes a marker for the user’s current location.		
Content of web pages from which the form is accessed have a single column and create a linear reading path.		
The link to the form uses familiar words.		
The link to the form appears in the main content area.		
The link to the form provides a single point of entry for both new users and returning users.		
<b>Search</b>		
Page titles are simple and use familiar words.		
Page titles are larger than other elements in search results.		
URLs are smaller than other elements in search results.		
Search results are displayed with lots of white space.		
Search results have simple, relevant annotations written at the sixth grade level or lower.		
The search query is repeated at the top of search results.		
The number of search results is presented at the top of search results.		

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