



Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs

Accessibility Checklist: Survey123

Use this checklist to ensure your Survey123 form meets all requirements for accessibility. Please refer to the [GIS Survey123 Accessibility Guidance](#) page on Mass.gov for details on how to meet these requirements.

Date Reviewed: _____ **Owner Username:** _____

Form Name: _____

Form URL: _____

Theme and Basic Interface

- If building a custom theme, ensure that text meets contrast ratios against the background color (4.5:1 for normal text and 3:1 for large text). All choices have been thoroughly tested with the [WAVE browser add-in](#).
- The form has a short, engaging title.
- Form instructions have been provided:
 - Instructions for required fields are included just above the first question in the form and reads “Fields marked with a red asterisk * are required.”
 - Instructions for navigating repeats are provided.
 - Instructions for navigating collapsed groups are provided.
 - If a multi-page form:
 - Instructions on how to navigate pages are included.
 - Instructions for required fields are included at the top of each page.
- Captcha is not used.
- Non-decorative images have appropriate alternative text.

Question Design

- Range, Slider, Ranking, Barcode, and Signature question types are avoided when possible.
- Image-map and Signature question appearances are avoided when possible.
- All questions have a short, concise, and clear label.
- All questions have a hint. This provides information on what is expected of the user when responding to a question.
- Guidance Hints are only used if additional information is required.
- All required questions have a “required message” set. This identifies the question and the expected response.



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- Questions with constraints have appropriate constraint messages set. This should describe the constraint and help the user respond to the question appropriately.
- Choice lists are:
 - Written in plain language.
 - Do not have underscores, abbreviations, acronyms, or jargon.
 - When more than 5 choices are present, the “minimal” appearance is used.

Text

- Logical heading structure is implemented to create a hierarchical outline of content.
 - The first heading used is H1 (automatically configured when adding a Form title).
 - A group is used before any questions are added—this provides the H2 heading (all questions are automatically assigned to H3).
- Group and question labels are short, descriptive, and written in sentence case.
- Bold is used sparingly, and only to convey important information.
- Text is not center aligned.
- Sentence case is used when possible. Avoid the use of all capital letters (abbreviations are an exception).
- Text meets contrast ratio guidelines against background (4.5:1 for small text, and 3:1 for large text).
- Text is plain and easy to understand. Common, everyday words are used (avoid the use of jargon and idioms).
- All acronyms are defined at least once, and either before or when they are first used.
- Sentences are used, where possible, to convey information.
- All email addresses, phone numbers, and place addresses are clickable links.
- The use of “click here” or “here” for links is not present.
- The purpose of each link is clearly communicated directly in the link text.

Report Templates

- Template passes Microsoft Word accessibility check before being uploaded to ArcGIS Online.
- Instructions have been provided to users about adding alternative text to images and maps included in exported reports.

Survey123 Item Details (Alternative Text)

- The Survey123 form has completed item details. This should include:
 - Item summary—a brief statement (1-2 sentences) describing the item.



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- Item description—several sentences focusing on form design, purpose, and goals.
- Terms of Use
- Credits
- Added 'accessible' tag to the item details page. This tag flags this item as meeting accessibility requirements.