

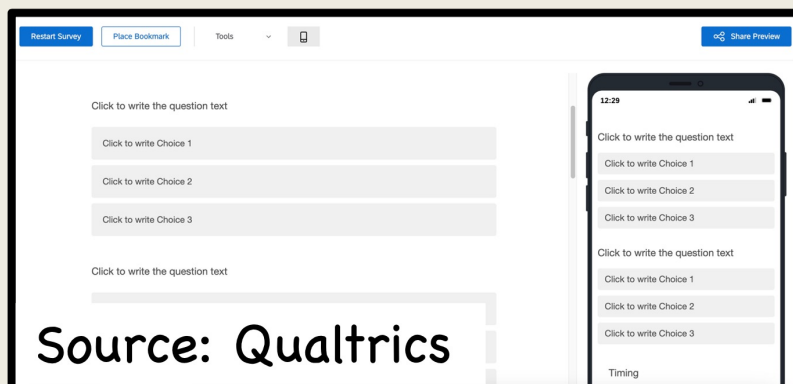
## Survey platforms

- Be aware of restricted access to certain platforms at some geographical locations.
- Be aware of the accessibility of the survey creator interface.
- Teachers should prepare for alternative platforms and/or modes of survey creation, and/or alternative formats of the same course work and assessment.



## Survey item design

- Check out and use accessible question types.
- Be aware of timed questions.
  - A visual display of a timer might not be accessible to assistive technologies users.
  - Mention the presence of timed questions early at the beginning of the survey to let respondents prepare for it.
- Make use of the mobile preview function to ensure mobile-friendly items.



## Survey page design

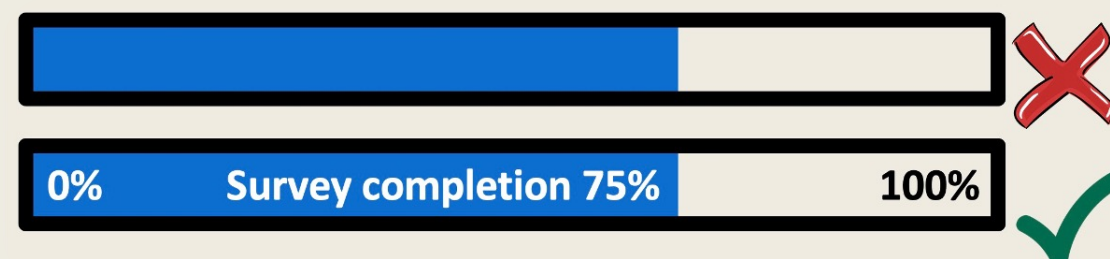
- Use simple or "blank" themes.
- Add a descriptive survey title.



- It helps screen reader users locate the target survey by reading the survey title in the browser tabs.
- Use simple page transition.
- Do not auto-advance page.

## Flow of survey

- Include an introductory section at the welcoming page of the survey.
  - Purpose of the survey
  - Instructions of how to complete the survey, e.g., any timed items, compulsory items, or any "survey logic" applied to the items.
  - Contact methods of the person-in-charge.
  - Availability of any alternative formats for respondents with different access needs.
- Do not auto-advance questions.
- Show question numbers. **Q1, Q2...**
- Display progress bar with text description.
  - Be aware of colour contrast of text and bar.

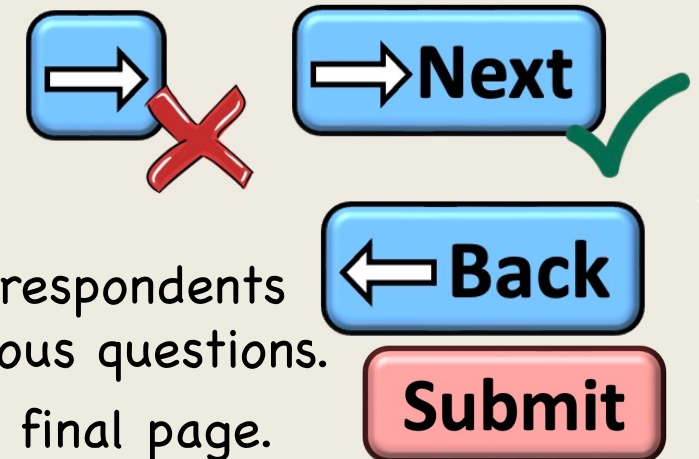


## Response notification

- Clearly write the instructional text within the question text.
  - Force Response notification: **"This question is required."** at the end of question text.
  - Request Response notification: **"There might be popup message dialog boxes as you proceed to notify any items you have missed."** at the beginning of the survey.
  - Content Validation notification: The required format of answers such as **"Please enter a valid date of the form: mm/dd/yyyy"** within the question text.
- Make sure to check and set sufficient colour contrast between the notification box, font colour, and background.

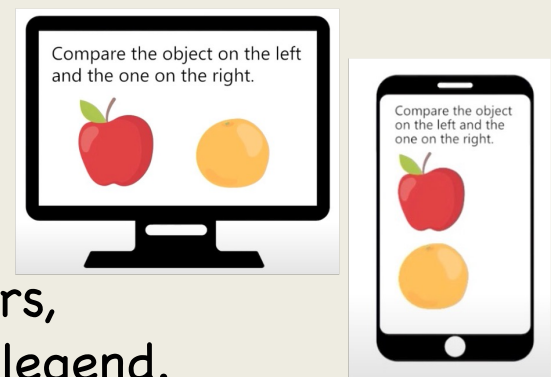
## Button settings

- Add text to show the actions of navigation buttons.
- Enable the **"Back"** button to allow respondents to change their responses to previous questions.
- Create the **"Submit"** button on the final page.



## Use of visual cues

- Do not only rely on visual location, shape, size, or colour to present instructions in the survey.
- Use multiple visual cues, e.g., colours, line style, text, pattern fill, labels, legend.



## Survey distribution

- Prepare for alternative formats of the surveys.
- Adopt accessible distribution methods and channels.