

MoJ Forms publishing checklist

Last updated 28 January 2022

Before you are ready to publish

Have you:

- ☐ Conducted a [basic accessibility check](#) to ensure your content is fully accessible?
- ☐ Completed the [accessibility statement](#) page in the footer?
- ☐ Consulted your information assurance lead or data privacy team about your form's [data protection](#)?
- ☐ Completed the [privacy notice](#) page in the footer?

Final checks

We recommend you always publish and test your form on the Test site before publishing to Live. Some of the things to look for are:

- ☐ You have set a [username and password](#) if you want to restrict access to your test form
- ☐ Any [markdown](#) you have used to format content is displaying correctly
- ☐ Questions are correctly flagged as [optional or required](#)
- ☐ Any branching within your form is working as expected
- ☐ Your form includes a check answers page and confirmation page if you want it to submit the data it collects
- ☐ You are able to complete and submit a form using the Test URL
- ☐ The submitted form content is going to the right email address

After publishing

Always check your live form is working as expected before sharing with users. Some things to look for are:

- ☐ You are able to complete and submit a form using the Live URL
- ☐ You have removed the username and password requirement where relevant
- ☐ The submitted form content is going to the right email address

Let us know when your form is live so we can set up monitoring. [Contact us here](#).