

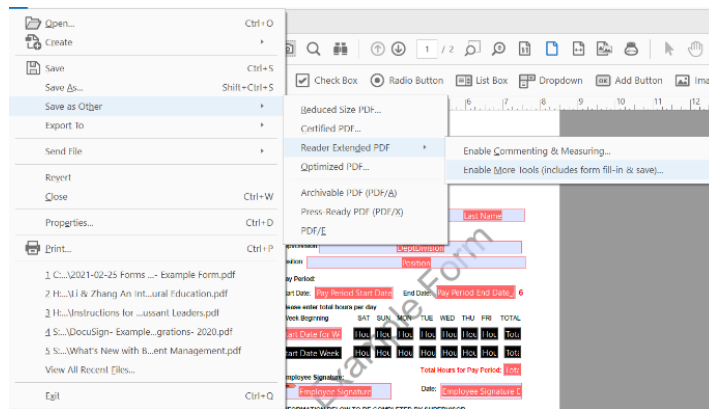
Section 1: Minimum Standards for Creating PDF Forms

1. Form is created as a fillable PDF form, web form or digital form using MS Forms with 1" (2.2cm) margin on all sides. The margins can be reduced slightly on all sides but no narrower than ½" (1 cm) if it allows all of the form elements to fit on 1 page.
2. Forms that are to be saved electronically and not printed can be created on 1 page with the form page size ranging from 11" (27.94cm) to 22" (55.87cm).
3. Form includes a header with the Durham College logo sized to 1.5" (3.81 cm) in width, left aligned and form title right aligned.
4. Subsequent pages do not need the DC logo just the form name in the header. This is to maximize the real estate of the forms content.
5. Form title is written 14pt font, Arial and using DC's primary green colour (R 0 G 98 B 67). The top of the Form Title should align with the top of the DC logo.
6. The department or school 'owner' of the form, it written in 12pt font, Arial using standard black and is right aligned directly under the Form Title.
7. Form fields and instructions are in Arial 12pt.
8. Forms text is written in 12pt font, Arial, left-aligned. Form has a contact phone number or email for user questions or requests alternative formats. Form should not include the College mailing address or main phone number.
9. Form is designed to include only one data element per form field and all form labels use inclusive language and comply with the College's common language bank.
10. When requesting date on form use the date fields with format YYYY-MM-DD.
11. When requesting staff signatures use the Digital Signature Field (refer to Digital & Electronic Signatures Policy & Procedure). No date field is required beside signature boxes as long as the form is restricted to the use of digital signatures and cannot be printed for signing.
12. When requesting student consent, use a mandatory "check box" and the Consent Declaration noted below..

CONSENT DECLARATION

"By submitting this form, I declare the above information to be true and accurate to the best of my knowledge as of the date of submission" or any variation if needed. A mandatory checkbox method is required to support this consent declaration.

13. If the form requires agreement with something like a policy or terms of service then use the method where people have to actively scroll through the policy and then click a box confirming they read and agreed to it. Use the “consent declaration” statement noted above.
14. When the signature field(s) and/or the Notice of Collection are on a second page without any form fields, the form can be created with a page size ranging from 11” (27.94cm) to 22” (55.87cm) and/or with narrow margins. It’s important to keep the forms content on the same page as the signature.
15. To ensure recipients can complete signature and all fields using Adobe Acrobat Reader – when saving the document you need to select File-Save As Other-



Reader Extended PDF-Enable More Tools (includes form fill-in & save)

16. Footer – Arial 12pt - Last Updated Date in format YYYY-MM-DD
17. Footer – Arial 12pt - Records Classification & Form Title will be updated by Forms Committee upon approval and prior to posting.
18. Footer – Arial 12pt - Page number in format Page 1 of n
19. All forms regardless of the creation format, should include a risk identifier located in the footer on the form as follows:
 - a. Internal use only – form should use digital signature only. Form can be created using MS Forms or PDF. Users are internal staff only.
 - b. Restricted - form should use an eSignature tool when possible. Forms should be created using PDF. Users can be both internal staff and/or external partners.
 - c. Public – forms are primarily student focused. Access to forms must be created to allow students to access the form via various hard devices. Forms should be created using web-based or technology systems ensuring the security of all data is maintained.

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20. Notice of Collection is to be at the end of the last page and should state why we are collecting personal information. Each form should include customized details specific to the department (or owner of the form).

Additional Items:

- Form is accessible – refer to Section 3 for further accessibility considerations.
- Form does not have any links to internal documents (external users cannot access internal links).
- Form only collects the data necessary to conduct business and there is legal authority for collection – refer to Section 4 for legal and privacy considerations.

Section 2: Minimum Standards for Creating Web-based Form or MS Forms

1. Web-based forms and/or MS Forms must follow Durham College’s branding, style and digital standards developed by Communications and Marketing.
2. The first section should contain an opening statement explaining the purpose or use of the form.
3. Section 2 consists of fillable student fields using the verbiage from the common language bank. The fields in this section will be customized based on the forms needs.
4. Student focused web-forms or MS Forms should be risk identified as “public”.
5. A digital signature is not required on web-forms or MS Forms as requestors can be verified as authentic by using a personal email address and/or telephone number for verification.
6. The closing section must include the Notice of Collection statement along with the following statement: *For more information or to request alternate formats of this form for accessibility, please contact (insert email address – do not use a named persons email address).*

Section 3: Accessibility

- All forms regardless of how they are created must be fully accessible ([WCAG 2.0 standards](#)). Form authors can refer to this [webpage](#) for tips on making documents accessible.
- Tips for creating an accessible document:

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- If using PDF, ensure all of your form fields are labelled in a descriptive manner.
 - Ensure there is contrast, such as black text/white background or black background/white text
 - Ensure all logos, graphic elements and charts are tagged with alternative text
 - Ensure all tables are labelled
 - Ensure forms are keyboard accessible and the reading order is correct.
 - Ensure the document has structure such as styles and headings.
 - Do not use the 'enter key' to create space.
 - Use bold text for emphasis only; avoid italics
 - Only use underlining for hyperlinks
 - Do not use all caps
 - Avoid watermarks

Section 4: Legal and Privacy Considerations

- A form must only collect the minimum amount of information required to conduct business. Information should not be collected because it is “nice to have”.
- To comply with the *Freedom of Information and Protection of Privacy Act*, the purpose of collection needs to be considered and communicated to users.
- To communicate the purpose, all forms must include a notice of collection link to the Durham College, Information Access and Privacy web page and specifically link with the FIPPA and Notice of Collection statements.